

UNITED STATES GOVERNMENT

## Memorandum

Tolson \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 Conrad \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Evans \_\_\_\_\_  
 Malone \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Sullivan \_\_\_\_\_  
 Tavel \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holmes \_\_\_\_\_  
 Gandy \_\_\_\_\_

TO : Mr. W. C. Sullivan

DATE: March 9, 1962

FROM : Mr. W. A. Branigan

SUBJECT: TOPHAT  
 INTERNAL SECURITY - RUSSIA  
 COMMENDATION MATTER

1 - Belmont  
 1 - Administrative Division  
 1 - Sullivan  
 1 - Branigan  
 1 - Linton

Donald E. Moore

Tophat is code word for Soviet who has been furnishing information to Supervisor [redacted] New York Office (NYO). SAC, NYO, has recommended four incentive awards, one individual letter of commendation, and a general letter of commendation, copy thereof to be placed in files of ten Special Agents, NYO, who have made contributions to over-all result. SAC, NYO, considers this case, involving the development of a Soviet intelligence officer as a defector in place, the most outstanding achievement ever accomplished in Soviet espionage in the United States by Bureau personnel. The Domestic Intelligence Division feels accomplishment is outstanding, information developed to date has been of tremendous value and future potential is of incalculable intelligence value to the U. S. Government. The Domestic Intelligence Division recommends four incentive awards in amount to be decided by the Administrative Division and letters of commendation as recommended by SAC, NYO. 67-72-9811 37

Background of Case

REC-142

Subject probably has as extensive knowledge of Soviet intelligence activities as any Soviet official now in the United States. He has approximately six and one-half years of service in the United States over the past ten and one-half years. He has directed illegal agents in the United States from Moscow and has serviced illegal agents in the United States. Since October, 1959, we have concentrated on developing live sources to evaluate subject. In October, 1961, through one of these sources subject requested to see Lieutenant General Edward O'Neill and thereafter asked him to arrange meeting with United States intelligence officer. When Supervisor [redacted] met subject 11-16-61 subject was reluctant to talk, to cooperate or even agree to further meetings. [redacted] was able to properly handle subject who has since met with [redacted] on [redacted] additional

105-18153  
 Enclosures

- 1 - Bureau Personnel File SA [redacted]
- 1 - Bureau Personnel File SA [redacted]
- 1 - Bureau Personnel File SA Donald R. Williams
- 1 - Bureau Personnel File Personnel Clerk [redacted]
- 1 - Bureau Personnel File ASAC J. L. Schmit

LNL:eab (11)

See Addendum Administrative Division page 4a.

Memorandum to Mr. Sullivan  
Re: TOPHAT  
105-18153

dates (meets again today) and furnished information concerning Soviet illegal intelligence operations and agents in the United States, identified 95 Soviet legal intelligence agents in the United States, furnished data concerning Soviet sources in the United States, both in and out of Government, as well as technical information concerning illegal communications and Soviet monitoring of United States military and FBI radio broadcasts. Subject has agreed to meet frequently while he remains in the United States and to cooperate if possible from the Soviet Union or elsewhere in the future.

Staff Supervisor [redacted]

[redacted] is personally responsible for our success in this case. He, alone, has met with subject under clandestine conditions requiring high security and overcome subject's reluctance to cooperate. There is no question but that the results achieved have hinged on Mabey's own individual judgments and comments and actions "on the spot" on 11-16-61 and during subsequent contacts with subject. Although subject asked to meet United States intelligence officer, the personal relationship, respect, confidence and other essential although intangible factors have been the key to [redacted] success with subject. He has worked long hours at considerable sacrifice to achieve results. SAC, NYO, recommends \$1,000 incentive award. The Domestic Intelligence Division recommends a substantial incentive award to be determined by the Administrative Division. b6

Special Agent [redacted]

This case has been assigned to [redacted] since subject's return to the United States in October, 1959. [redacted] developed the live source through whom subject asked to meet with General O'Neill. He directed this and other live sources in contact with subject. The information our live sources have furnished assisted Bureau and [redacted] in evaluating subject, in giving us insight as to proper course of action to take. [redacted] participated in arranging technical coverage, provided for security and participated in security of [redacted] meetings with subject. He handled on-the-scene direction of investigation looking toward defection approach. SAC, NYO, recommends \$500 incentive award. The Domestic Intelligence Division recommends appropriate incentive award to be determined by the Administrative Division. b6

Memorandum to Mr. Sullivan  
Re: TOPHAT  
105-18153

ASAC J. L. Schmit

ASAC Schmit has over-all responsibility for supervision of this and related cases in the NYO. SAC, NYO, states Schmit's personal aggressiveness in direction of this and related cases has been responsible for our successes in Soviet and satellite espionage activity. Schmit has personally coordinated and directed every phase of this investigation. This has required careful planning and coordination with regard to the effect of this case on other cases relating to illegal agent activity. SAC, NYO, recommends \$500 incentive award. The Domestic Intelligence Division recommends appropriate incentive award to be determined by Administrative Division.

Special Agent Donald R. Williams

Williams has assisted [ ] on this case during the past year. He is the alternate contacting agent with the live source through whom subject requested to see a United States intelligence officer. Williams has assisted in establishment of technical and anonymous coverage, in locating secure meeting places and providing necessary security for meetings. SAC, NYO, recommends \$250 incentive award. The Domestic Intelligence Division recommends an appropriate incentive award, amount to be determined by Administrative Division. b6

[ ] portrayed the part of [ ] wife during the initial meeting with subject. This involved her being in social contact with Soviet officials and their wives and SAC, NYO, states she played an important part in the over-all result. SAC, NYO, recommends individual letter of commendation. The Domestic Intelligence Division agrees. b6

General Letter to Commendation to NYO

SAC, NYO, recommends general letter be sent based on over-all results of this case in order that copies of such letter can be placed in the files of approximately ten Special Agents who made contributions to the successful development of this case to date. These contributions include supervision, assistance in technical installations and providing security and otherwise assisting in arranging meeting between subject and Special Agent [ ]. The Domestic Intelligence Division agrees b6 a general letter of this nature should be sent to the SAC, NYO, for this purpose.

Memorandum to Mr. Sullivan  
Re: TOPHAT  
105-18153

RECOMMENDATION:

That this be referred to the Administrative Division for handling and preparation of incentive awards and letters of commendation.

*fmh*  
*WAB*  
*EN*

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION: WAB:hrt 3-12-62

The defection in place of the Tophat source and the success of it is primarily a field operation and even more so an individual accomplishment of SA [ ] dealing face to face with the source. <sup>b6</sup> At the same time, the over-all operation was carefully coordinated with the Seat of Government. Thus, as early as October 22, 1959, the Bureau suggested to NY that they should consider Tophat for a defection approach. On November 23, 1959, the Bureau pointed out that it was doubtful that a more important Soviet intelligence agent was assigned to Soviet establishments than was the Tophat source and, therefore, consideration should be given to every investigative technique but especially placing selected persons in contact with the source. Again, in November, 1960, the Bureau instructed that New York give consideration to a defection approach. This thinking was sparked by further Bureau communication in December, 1960, and in February, 1961. In October, 1961, the source indicated his desire to meet personally with General O'Neill and subsequently thereto, the operation was more carefully coordinated with the Seat of Government.

SA [ ] has been assigned to this case at the <sup>b6</sup> Seat of Government. His over-all supervision has been most effective in recognizing and following through on the objective to produce the greatest value. For his excellent judgment and outstanding effort it is recommended that he be granted an incentive award in an amount to be fixed by the Administrative Division.

-4-

*WAB*  
*DEW*

Addendum: WCS:lml 3/12/62

I recommend Inspector D. E. Moore for a letter of commendation for his supervision.

*WCS*  
*JD*

*↓*  
*↓*  
*↓*  
(OVER)



ADDENDUM ADMINISTRATIVE DIVISION RRB:crt 3-13-62

Information furnished by SAC, New York, and the Domestic Intelligence Division reflects this is the most outstanding achievement in the field of Soviet Espionage ever accomplished by the Bureau and that special recognition is most deserving. The primary responsibility for the "defection in place" of this Soviet official is attributed to Supervisor [ ] who made the initial and six subsequent personal contacts which required great ingenuity, tact and judgment. The success achieved to date attests to the outstanding manner of his performance and he is deserving of a substantial award. The following are also deserving of incentive awards: SA [ ] who handled case assignment since 1959, developed sources to place in contact with subject, arranged for other coverage and assisted in security of meetings with subject; SA Williams who assisted SA [ ] in above activities during the past year; ASAC Schmit who personally coordinated and directed every phase of this operation in the New York Office; and Bureau Supervisor [ ] who closely directed and coordinated this matter from the Seat of Government. b6

BUREAU RECORDS:

The services of the following have been satisfactory during the past three years and each was rated Excellent on his last annual performance rating and is completely available. There follows additional specific comments regarding each during this period.

SA [ ] EOD 2-2-48, Grade GS 13, \$11,415. Censured 2-14-62 as result of inspection which found employee formerly under his supervision had failed to insert revisions in Agents' Handbook. Commended once and received two incentive awards. Overtime averaged approximately 4'01" daily during the past six months. Noted he was approved as a relief supervisor 9-13-54 and as full-time supervisor 7-24-61. Designated Staff Supervisor of Soviet Espionage Section on 9-14-61. In present position is responsible for coordinating the efforts of four other supervisors handling approximately 995 Soviet Espionage and Foreign Intelligence investigations and 144 agents. In addition he is directly responsible for the supervision of 20 agents handling 115 cases. In addition to substantial incentive award he certainly appears deserving of promotion to Grade GS 14. SA [ ] EOD 4-30-51, Grade GS 13, \$10,635. No censures, commended once and once through his SAC. Overtime averaged approximately 2'53" daily during past six months. b6

SA Williams EOD 11-16-53, Grade GS 12, \$9215. No censures, commended once and once through his SAC. Overtime averaged approximately 2'45" daily during the past six months.

**ADDENDUM: (Continued)**

**BUREAU RECORDS: (Continued)**

ASAC Schmit EOD 1-6-41, Grade GS 17, \$16, 530. No censures, commended on five occasions and received one incentive award. Overtime averaged approximately 2'57" daily during the past six months.

Supervisor [ ] EOD as SA 4-19-48, Grade GS 14, \$13, 250. No censures and commended on six occasions. Overtime averaged approximately 2'29" daily during the past six months. b6

Individual commendations should be directed to Inspector Donald E. Moore, Domestic Intelligence Division, for his direction of this matter at the Seat of Government and to Secretary Meyer, New York Office, who accompanied SA [ ] on initial meeting with subject. Other personnel in the New York Office who participated but to a lesser degree should be commended through the SAC.

**RECOMMENDATIONS:**

(1) That SA [ ] be approved for an incentive award in the amount of \$500 (Amount recommended is in line with previous awards granted for similar performances.) and that he be promoted to Grade GS 14.

*GRC*  
*Inc. Award Retr*  
*3-20-62*  
*Afh*

*MM* *mo*  
*3/13*

b6

(2) That ASAC Joseph L. Schmit and SA [ ] New York Office, and Supervisor [ ] Domestic Intelligence Division, each be approved for an incentive award in the amount of \$250. (Amount recommended is in line with previous awards granted for similar performances.)

*Inc. Award Retr*  
*3-20-62*  
*Afh*

*MM* *mo*  
*3/13*

(3) That SA Donald R. Williams be approved for an incentive award in the amount of \$150. (Amount recommended is in line with previous awards granted for similar performances.)

*GRC*  
*Inc. Award Retr*  
*3-20-62*  
*Afh*

*MM* *mo*  
*3/13*

*[Signature]*

ADDENDUM: (Continued)

RECOMMENDATIONS: (Continued)

(4) That individual letters of commendation be directed to Inspector Donald E. Moore, Domestic Intelligence Division, and [redacted] of the New York Office.

b6

(5) That a general letter of commendation be directed to SAC, New York, for inclusion in the personnel files of others who participated.

PERMANENT BRIEFS OF PERSONNEL FILES OF SAS [redacted] WILLIAMS AND [redacted] ARE ATTACHED. ( BRIEF OF ASAC SCHMIT'S FILE IN DIRECTOR'S OFFICE.)

b6

March 18, 1957

~~PERSONAL AND CONFIDENTIAL~~

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

My attention has been called to your failure in the Internal Security case involving [redacted] to carry out your official responsibilities with sufficient alertness and aggressiveness. You reviewed and sent back to the Espionage Section for correction a memorandum dated March 6, 1957, and you did not take steps to make certain that the revisions were made without delay and that the memorandum was thereafter promptly furnished to the Assistant to the Director.

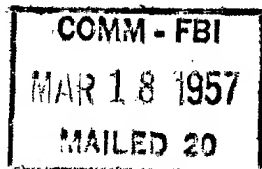
b6

I shall expect you in the future to manifest a higher regard for the duties of your position so that there will be no further occasion to criticize you in this manner.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



CC: Mr. Belmont (Personal Attention)  
Domestic Intelligence Division Personnel File

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Based on memo A. H. Belmont to L. V. Boardman 3/13/57; [redacted]

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

March 12, 1957

FROM : W. A. BRANIGAN

SUBJECT: [REDACTED] was. b6  
INTERNAL SECURITY (R)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

On a memorandum from you to Mr. Boardman under this caption dated March 6, 1957, the Director noted "Why has it taken from March 6 until March 11 for this to reach me?"

*DONALD E. MOORE*  
The memorandum in question was prepared in the Espionage Section and was dated March 6, that being the day on which it was typed. After approval by the Supervisor who prepared it and myself, the memo was sent through to your office and was date stamped into your office subsequent to 9:20 a.m. and before 9:30 a.m., March 7. (The time stamp is not wholly legible.)

The memo was thereafter returned to the Espionage Section on March 7, at 1:40 p.m. following which I conferred with Inspector Moore, who correctly suggested that we revise certain phraseology used in the memo and proposed a change in the action recommended. Thereafter, the memo was returned by me to Supervisor [REDACTED] who received it on the morning of March 8. I relayed to Supervisor [REDACTED] the suggested changes to be made in the memo and page 2 was thereafter retyped incorporating the changes. The revised memo was thereafter approved by the Supervisor and myself and returned to your office time stamped March 8, 4:53 p.m. In accordance with present rules, the revised memo was not redated. b6

There was a delay in the Espionage Section from 1:40 p.m., March 7, to 4:53 p.m., March 8, to revise one page of the memo. We have followed a rule in this Section, in accordance with your instructions, of making changes in memoranda on the same day that the changes were ordered, it at all possible. In this instance this was not done. The delay is solely my responsibility.

WAB:hmm:mn

ADDENDUM: (AHB:mn - 3-12-57)

On Friday, March 8, Branigan and my office were tied up on the [REDACTED] matter with the result this memo did not go up to Mr. Boardman until Saturday, March 9. Inasmuch as the memo dealt with a request from another agency, there was excessive delay all along the line. Our rule in the Division that corrections or changes in memos must be made at once was not followed. I am bringing the attention of all Section Chiefs in the Division to this rule and insisting that it be observed. I recommend no further action.

cc - Mr. Belmont  
Mr. Branigan

(3)  
LVB

*Pretty sloppy hand*

*This does not  
satisfy me. I want  
immediate response  
ltd*

76



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: March 18, 1957

FROM : Mr. A. H. Belmont

SUBJECT: ERRORS

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont ☒  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

In accordance with instructions contained in the Director's memorandum dated May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period November 10, 1956 through March 15, 1957, Inspector Donald E. Moore had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with Inspector Moore and have emphasized the necessity of his reviewing mail even more carefully in the future.

## RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Inspector Moore.

AHB:bms  
(4)

cc - Mr. Boardman  
Mr. Mohr  
Mr. Belmont

191804-218

SEARCHED

4 MAR 27 1957

5 MAR 28 1957

March 22, 1957

**PERSONAL AND CONFIDENTIAL**

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

The Bureau has noted the number of non-substantive errors which appeared in official correspondence that was reviewed and approved by you since November 10, 1956. These errors were detected before the correspondence left the Bureau; however, you were remiss in failing to have the corrections made.

You must realize the imperative need to have all Bureau correspondence free from error and in the future you will be expected to be more alert and to exercise greater care in reviewing such correspondence.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Belmont (Personal Attention)  
Domestic Intelligence Division Personnel File

TJN:jlj  
(5)

Mr.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Based on memo A. H. Belmont to Mr. Boardman 3/18/57, AHB:bms

COMM - FBI

MAR 22 1957

MAILED 20

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>Moore, Donald Edgar</b>			2. GRADE AND COMPONENT OR POSITION <b>Inspector</b>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION <b>Annual</b>		6. DATE OF EXAMINATION <b>1-29-57</b>	
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH <b>7-11-18</b>		13. PLACE OF BIRTH <b>Oketo, Kansas</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>Bethesda</b>				16. OTHER INFORMATION		

17. RATING OR SPECIALTY

TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS

CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNOR- MAL	
		18. HEAD, FACE, NECK, AND SCALP
		19. NOSE
		20. SINUSES
		21. MOUTH AND THROAT
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
		23. DRUMS (Perforation)
		24. EYES—GENERAL (Visual acuity and refraction under items 55, 60, and 61)
		25. OPHTHALMOSCOPIC
		26. PUPILS (Equality and reaction)
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
		28. LUNGS AND CHEST (Include breasts)
		29. HEART (Thrust, size, rhythm, sounds)
		30. VASCULAR SYSTEM (Varicosities, etc.)
		31. ABDOMEN AND VISCERA (Include hernia)
		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
		33. ENDOCRINE SYSTEM
		34. G-U SYSTEM
	X	35. UPPER EXTREMITIES (Strength, range of motion)
		36. FEET
		37. LOWER EXTREMITIES (Except feet) (Strength range of motion)
		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
		40. SKIN, LYMPHATICS
		41. NEUROLOGIC (Equilibrium tests under item 78)
		42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)		
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

Tender over point of left shoulder, restricted in raising arm, abduction, etc.

ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES		
O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 8).—Fixed bridge, brackets to include abutments																		
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L	Meets dental standards
G																		
H																		
T																		

45. URINALYSIS: SP. GR. <b>1.008</b>			46. CHEST X-RAY (Place, date, film number, result) <b>Negative</b>		47. SEROLOGY (Specify test used and result) <b>Kahn, Negative</b>	
ALBUMIN <b>N</b>	SUGAR <b>N</b>	MICROSCOPIC <b>N</b>	48. EKG <b>Normal</b>		49. BLOOD TYPE AND RH FACTOR	
50. OTHER TESTS			FEDERAL BUREAU OF INVESTIGATION			

6 APR 9 1957

## MEASUREMENTS AND OTHER FINDINGS

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

U.S. GOVERNMENT PRINTING OFFICE : 1953-O-243413 16 + 62288-1

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME

MOORE, Donald Edgar FBI

REGISTER NO.

WARD NO.

Staff Clinic

AGE

SEX

(Check one)

☐ BEDSIDE, WHEELCHAIR,  
OR STRETCHER

☐ BED  
PATIENT

☐ AMBULATORY

EXAMINATION REQUESTED

REQUESTED BY

Dr. Johnston

DATE OF REQUEST

(Above space for mechanical imprinting, if used)

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO.

6245-57

DATE OF REPORT

RADIOGRAPHIC REPORT

1/29/57 LEFT SHOULDER: A large collection of amorphous calcification is identified above the greater tuberosity which is consistent with a bursitis. MWO/hcb

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

GPO 40-16-56900-51

Standard Form 513A (Rev. Aug. 1954)  
Promulgated by Bureau of the Budget  
Circular A-32 (Rev.)

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

RADIOGRAPHIC REPORT

ENCLOSURE 67-191 804-220



## CLINICAL RECORD

## CONSULTATION SHEET

TO: ORTHOPEDIC DEPT.

FROM: STAFF CLINIC

DATE: 1-29-57

## REASON:

CC Pain in left shoulder.

This F. B. I. Agent gives a history of pain in left shoulder.  
Last August was treated in N.Y.C. by injections in shoulder  
with apparently good results.

About 1-21-57 pain and tenderness recurred, pain severe uses  
ASA 2 to 3 times daily Motion quite restricted over point of  
shoulder.

Please examine and advise.

DOCTOR'S SIGNATURE  
/S/ G. R. Johnston

PLACE OF CONSULTATION  
On Call Routine

## CONSULTATION REPORT

Has very severe generalized bursitis left shoulder with a huge  
wad of callus in supras pinatus area. Several areas injected with  
moderate relief but still painful. To return tomorrow for injection  
of bicipital groove.

1-31-57 Marked improvement. If improvement continues, does not have  
to return. If no improvement or , will have to consider  
removing the wad of callus. exacerbation

PATIENT'S NAME  
/S/ MOORE, Donald E. FBI

WARD NO.  
Staff Clinic

67-191804-220

ENCLOSURE

ATTACHMENT TO STANDARD FORM 88  
(Revised July 25, 1956)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)  
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? ☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston  
(Signature of Medical Examiner)

MAR 20 1957

(Date)

ENCLOSURE

67-191804-220

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN *SPN-57*

DATE: March 13, 1957

FROM : MR. A. H. BELMONT

SUBJECT: [REDACTED] WAS.  
INTERNAL SECURITY (R)

Tele. Room  
Mr. Nichols  
Mr. Boardman  
Mr. Belmont  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Tele. Room  
Holloman  
Gandy

Rememorandum from Mr. Branigan to me dated March 12, 1957, captioned as above, which set forth the excessive delay in the handling of a prior memorandum in this matter dated March 6, 1957. On Mr. Branigan's memorandum of March 12, 1957, the Director requested that responsibility for the delay be fixed.

The delay in the handling of the memorandum of March 6, 1957, in the Espionage Section from 1:40 PM on March 7, 1957, until 4:53 PM, March 8, 1957, was the responsibility of Mr. W. A. Branigan. The memorandum after reaching my office was referred to Mr. D. E. Moore and Mr. Moore was responsible for the memo not reaching your office until Saturday afternoon, March 9, 1957.

## RECOMMENDATION:

In view of the delay in handling of this memo by Messrs. Branigan and Moore, it is recommended that they receive letters of censure.

RECORDED

cc - Mr. Boardman  
Mr. Belmont  
Administrative Division

(4)

67-219505-199

Searched

Numbered

1 MAR 20 1957

Letter of Censure  
to Branigan & Moore  
3/14/57 JTB

MAR 20 1957

*Yes I should have had this without original to dig out.*

*JTB*

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*enc. Clayton  
Director*

Name of Employee: DONALD E. MOORE

Where Assigned: Domestic Intelligence Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector

Rating Period: from April 1, 1956 to March 31, 1957

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*DM*

Rated by: *W. Belmont* Assistant Director 5/1/57  
Signature Title Date

Reviewed by: *J. P. Mohr* Assistant Director MAY 3 1957  
Signature Title Date

Rating Approved by: *J. P. Mohr* Assistant Director MAY 3 1957  
Signature Title Date

**TYPE OF REPORT**

(X) Official

(X) Annual

**RECORDED - 142**

( ) Administrative

( ) 60-Day

( ) Transfer

( ) Separation from Service

( ) Special

**67-191804-221**

**43**

**MAY 1957**

*67-191804-221*  
**MAY 14 1957**

*3-14*

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

MAY 10 1957



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/56 to 3/31/57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
E (4) Physical fitness (including health, energy, stamina).  
E (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
E (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
O (14) Technical or mechanical skills.  
E (15) Investigative ability and results:
  - Internal security cases
  - Criminal or general investigative cases
  - Fugitive cases
  - Applicant cases
  - Accounting cases

- ✓ (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
E (19) Reporting ability:
  - Investigative reports
  - Summary reports
  - Memos, letters, wires
 (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail)  
O (20) Performance as a witness.  
+ (21) Executive ability:
  - Leadership
  - Ability to handle personnel
  - Planning
  - Making decisions
  - Assignment of work
  - Training subordinates
  - Devising procedures
  - Emotional stability
  - Promoting high morale
  - Getting results

- + (22) Ability on raids and dangerous assignments:
  - As leader
  - As participant

- + (23) Organizational interest, such as making of suggestions for improvement.

- + (24) Ability to work under pressure.

- + (25) Miscellaneous. Specify and rate:

- + Dictation ability

- + Capability for additional

- + responsibility.

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security - administratorB. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man - Inspector - ExecutiveC. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)D. 1. Has employee had an abnormal sick leave record during rating period? NO 2. Has employee used more sick leave during rating period than earned during such period? NO (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.ADJECTIVE RATING: EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS DM

March 31, 1957

RE: DONALD E. MOORE

PART I GENERAL COMMENTS

From April to October 12, 1956, Mr. Moore was Assistant Special Agent in Charge of the New York Office. In this capacity, he handled investigations of the Communist Party, as well as of individuals who are in the Party. He directed the Underground Squad in the New York Office, which was successful in developing sources of information of great value to the Bureau. In view of the centralization of the Communist Party in the New York area, the position held by Mr. Moore was one of considerable responsibility, requiring aggressiveness and good judgment.

Since October, 1956, Mr. Moore has been Inspector in Charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. In this respect, he supervises some of the most delicate and important cases in the security field, as well as the highly important work of the Central Research Section. Mr. Moore has an excellent personal appearance, a well-balanced personality, and has shown that he has excellent understanding and background in security work. He is steady, works well under pressure, and has shown above average judgment. He has had previous experience at the Seat of Government, which, coupled with his field experience, gives him good knowledge of Bureau policy.

In his present position, it is necessary for Mr. Moore to deal constantly with the field. He has shown perception and ability to make decisions promptly in this respect. He approaches his work with enthusiasm and is very willing, placing his work above his personal convenience.

Mr. Moore was commended by the Director on June 5, 1956, in connection with the location and arrest of Edward Eugene Strong, a Smith Act subject. By letter of August 3, 1956, the U. S. Attorney's Office in New York commended Mr. Moore to the Director in connection with the Smith Act trial in New York. On August 22, 1956, the Director commended Mr. Moore relative to the trial of communist functionaries.

In his current position, Mr. Moore represents the Bureau on several committees or boards dealing with security and intelligence matters. He has represented the Bureau effectively in this regard.

Mr. Moore has shown an above average grasp of the work in the Domestic Intelligence Division and has energetically applied himself. I consider that he is a valuable addition to the Division.

In rating Mr. Moore "Excellent," I have taken into account the items set forth under No. 5 on the attached sheet.

*DM*

## PART II SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given - Not applicable.
2. Experience and Ability as Inspector's Aide - Was qualified but not used.  
(Was designated as Inspector on November 9, 1956.)
3. Participation in Informant Programs. - Participated actively and with excellent effect in development of informants in New York Office.
4. Testifying Experience and Ability - Not applicable.
5. Disciplinary Action - Censured January 14, 1957, regarding an inadequate memorandum; on March 18, 1957, for delay in the submission of a memorandum; and on March 22, 1957, relative to nonsubstantive errors which appeared in correspondence reviewed by him.
6. Accounting Information - Not applicable.
7. Police Instruction - Not applicable.
8. Sound Training - Not applicable.
9. Potentiality for and Interest in Administrative Advancement - Mr. Moore is definitely interested in advancement and is available for any assignment. He is presently occupying an important position at the Seat of Government. He has the ability and desire to progress, and I consider him fully capable of advancing further.

*ow*

1. Agency and organizational designations <b>F.B.I., U. S. Dept. of Justice</b>				2. Pay roll <b>XXXX GS 15</b>		3. Block No.		4. Slip No. <b>5068</b>	
5. Employee's name (and social security account number when appropriate) <b>MR. DONALD E. MOORE Inspector 02997</b>				6. Grade and salary <b>\$11,880</b>					
<b>PAY ROLL CHANGE DATA</b>									
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal									
8. New normal									
9. Pay this period									
10. Remarks:  <div style="text-align: center; font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">MAY 21 1957</div>					11. Appropriation(s) <div style="text-align: center; font-size: 3em; border: 1px solid black; border-radius: 50%; padding: 10px;">76</div>			12. Prepared by  13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase									
14. Effective date <b>6-2-57</b>	15. Date last equivalent increase <b>12-4-55</b>	16. Old salary rate <b>\$11,610</b>	17. New salary rate <b>\$11,880</b>	18. Performance rating is satisfactory or better. <div style="text-align: right; font-style: italic;">(Signature or other authentication)</div>					
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods) Period(s):  <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period <input type="checkbox"/> In LWOP status at end of waiting period. <b>MA/mb</b> Initials of Clerk					
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 3, 1950, General Regulations No. 102									

PAY ROLL CHANGE SLIP—PERSONNEL COPY

3/4/57

May 31, 1957

**Personal and Confidential**

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

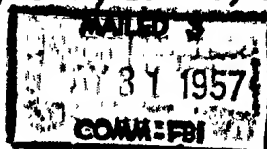
You rendered valuable services when assigned to the New York Division through your competent supervision and guidance of the very successful contacts of a highly confidential source of information of great importance to the Bureau in the security field.

The intelligent and astute manner in which you handled the over-all planning of this most difficult operation and the close, enthusiastic attention you afforded each phase were major factors in the success realized in this most sensitive matter. It is a real pleasure to commend you.

Sincerely yours,  
J. Edgar Hoover

CC: Mr. Belmont (Personal Attention)  
Re CP, USA, IS - C; CP, USA, DISTRICT #2,  
IS - C.

LRH:js  
67-191804  
(4)



Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JUN 12 1957

CP  
HLE

Team [Signature]



COPY 149

TO : Mr. L. V. Boardman

Date : 5/8/57

FROM : Mr. A. H. Belmont

SUBJECT: COMMUNIST PARTY, USA  
INTERNAL SECURITY - C

*Donald E. Thornt*  
1 - Mr. Boardman  
1 - Mr. Belmont  
1 - Administrative Div.  
1 - Mr. Thornton

Re New York letters dated April 25 and May 3, 1957.

From February, 1956, until April 12, 1957, national headquarters of Communist Party (CP), USA, as well as New York State CP headquarters, were located on the seventh and sixth floors, respectively, of the Jefferson School of Social Science (JSSS) building at 101 West 16th Street, New York City. This nine-story building was under the complete control of the JSSS, a communist-front organization which has been designated by the Attorney General under Executive Order 10450.

On March 15, 1956, Agents of the New York Office, as the result of outstanding investigative work, were successful in establishing anonymous source contacts on both of these headquarters. Contacts were continued periodically from that time until April, 1957, when Party headquarters moved to 23 West 26th Street, New York City, as a result of the sale of the JSSS building. Each contact made was particularly dangerous and had to be made between midnight and 4:00 A.m. Since control of the entire building was in the hands of the JSSS, it was exceedingly difficult to develop and contact these sources in such a manner that no one outside the Bureau would become aware such contacts were being made. On each occasion, contact required meticulous planning and split-second precision.

These contacts furnished the Bureau extremely valuable information on a continuing basis relative to

Enclosures  
100-3

See Addendum of Administrative Div. pages 4A, B, and C.  
WCT:AOB CRD:jcl 5/21/57

ORIGINAL FILED IN 67-72-7752

65  
24 JUN 1 1957

Memorandum to Mr. Boardman  
Re - CPUSA, IS - C

national aspects of the CPUSA, as well as pertinent data regarding the New York State CP. Some of the more important information obtained included: (1) current financial statements re national CP; (2) CP membership figures showing breakdown by district and/or state and national total; (3) information regarding 16th National Convention; (4) complete organization and officers of newly formed Industrial Division of New York State CP; (5) entire New York State CP registration as of 11/19/56; and (6) dates and places of various county and section conventions of New York State CP.

SAC, New York, has recommended that incentive awards be granted to 11 Agents who were responsible for development and continued successful recontacts with these extremely valuable sources. The following is a chart showing the specific contribution of each Agent in this matter as well as amount of incentive award recommended by SAC, New York:

<u>Name</u>	<u>Contribution</u>	<u>Amount</u>
George A. Berley	3 contacts plus the original development	\$200
[REDACTED]	14 contacts plus original development and original full-scale contact	\$200
[REDACTED]	13 contacts plus original development	\$200
Joseph T. Quigley	10 contacts plus original full-scale development	\$100
[REDACTED]	Initial survey plus original full-scale contact	\$100
William C. Martin	2 contacts plus original full-scale contact and 3 fisurs	\$100
[REDACTED]	6 contacts	\$100
Hobson H. Adcock	15 contacts	\$100
Alphonse J. Sutkus	9 contacts	\$100
[REDACTED]	10 contacts	\$100
[REDACTED]	6 contacts	\$100

In addition, it is noted the security of these contacts depended greatly upon the alertness, quick-thinking

Memorandum to Mr. Boardman  
Re - CPUSA, IS - C

COPY 149

and outstanding surveillance ability of certain Agents who were assigned with frequency to provide security to this operation. In this regard, SAC, New York, recommended letters of commendation for the following 16 Agents, it being noted that in some instances, certain Agents, in addition to providing security, also participated to a limited extent in actual contact with these sources:

<u>Name</u>	<u>Contribution</u>
James E. Reilly	3 contacts plus 1 fisur
James F. Mitchell	14 fisurs
James F. O'Connell	14 fisurs plus 2 contacts
John R. Hawken	19 fisurs
[REDACTED]	9 fisurs
[REDACTED]	1 contact plus 4 fisurs
William J. D nielson	1 contact plus 6 fisurs
[REDACTED]	1 contact plus 6 fisurs
	1 contact plus 6 fisurs
	4 contacts plus 1 fisur
	6 fisurs
	1 contact, was over-all Supervisor during initial stages of development of sources and responsible for the continued contacts with NY 1784-S* from May, 1956 through April, 1957
Frank J. Smith	4 contacts plus supervision of recontacts from May of 1956 through May of 1957
Neil P. Divers	13 contacts plus supervisor in charge of first full-scale contact and subsequent contacts with NY 1784-S*
Joseph V. Waters	9 contacts plus initial full scale contact
[REDACTED]	9 contacts plus 2 fisurs

Regarding SA's Divers, Waters and [REDACTED] SAC, New York, pointed out that although these three Agents did outstanding work in connection with this operation, they were

Memorandum to Mr. Boardman  
Re - CPUSA, IS - C

not being recommended for incentive awards because they received such awards in the recent past in connection with other operations relative to CPUSA. It is noted that these three Agents received incentive awards in connection with their outstanding work relative to the 16th National convention of the CPUSA, held February 9 - 12, 1957.

In addition to the above, SAC, New York, recommended a general letter of commendation for the New York Office in recognition of this outstanding achievement; copies of which letter would be placed in personned files of those Agents who participated in this operation to a limited extent but whose contributions were not such as to justify personal letters of commendation.

RECOMMENDATION:

1. Regarding the 11 above-mentioned incentive awards. SAC, New York, recommended that SA's Berley, [redacted] and [redacted] receive \$200 each with the remaining 8 Agents to receive \$100 each. In view of the sustained excellent performance of these Agents in overcoming the hazards involved in this type of operation and at the same time obtaining extremely valuable information, Domestic Intelligence Division concurs with SAC, New York, that each of these Agents be given an incentive award. Inasmuch as this whole operation was a matter of teamwork and joint endeavor, however, it is recommended that each of these Agents receive an incentive award in the amount of \$150, which figure is in line with previous awards granted in operations of this type. b6

2. Domestic Intelligence Division concurs with recommendation of SAC, New York, that above-listed 16 Agents be granted letters of commendation for their excellent performance in this over-all matter.

3. Domestic Intelligence Division also concurs with recommendation of SAC, New York, that a general letter of commendation be forwarded to the New York Office in recognition of this outstanding piece of work, with copies of such letter to be placed in personnel files of those Agents

COPY 149

Memorandum to Mr. Boardman  
Re: CPUSA, IS - C

whose contributions, while noteworthy, were not sufficient to warrant incentive awards or letters of commendation

4. I recommend Inspector Donald E. Moore be commended also. He was in overall charge of the planning and contributed planning, guidance and enthusiasm which were essential to success.

I agree. I - GM - TB

ADDENDUM OF ADMINISTRATIVE DIVISION

5/21/57 CRD:jlj

The 11 agents recommended for incentive awards, as well as SAs Neil P. Divers, Joseph V. Waters and [ ] were responsible for the original development of the source and/or maintaining contact with it on a number of occasions over a period of approximately 13 months. Each contact was made between midnight and 4:00a.m. and involved extreme personal sacrifices, courage, alertness, poise and resourcefulness of the highest order. b6

SAC, New York has stated that he would have recommended SAs Divers, Waters and [ ] for incentive awards if it were not for the fact that they received awards during the recent past in connection with other operations relative to CP USA (on 3/15/57 SAs Waters and [ ] received \$100 cash awards in recognition of exceptional services in connection with coverage of CP convention February 9 through 12, 1957. SA Divers received \$100 cash award on 4/11/57 for services in connection with development of productive anonymous source on 2/15/57 at residence of [ ] Security Matter - C subject.) Their performances appear deserving of special recognition in the form of incentive awards. ASAC Simon telephonically advised on 5/20/57 that foregoing agents certainly are deserving of special recognition for their performances and the only reason they were not recommended for incentive awards was for the foregoing reason. b6

The performances of all of the 11 agents, as well as SA Divers, Waters and [ ] appear deserving of incentive awards. It has been customary in cases of this nature to approve awards of \$150 for each participating agent. According to the approved table utilized in determining the amount of awards to be given in cases of this nature, it is felt that the performances of these men have been of moderate value and broad application, thus entitling them to awards of between \$150 and \$300.

Bureau Records of Agents Recommended for Cash Awards:

SA Berlev, EOD 6/14/43 as SA, presently Bureau Supervisor, GS 14, \$10,750. During last three years, commended on 7 occasions as well as recipient of 7 cash awards for outstanding performances, most of which were similar to operation in this case. On 5/14/57, Berlev was recommended for \$150 cash award in Anagram-Germany case.

SA [ ] EOD 4/30/51, GS 12, \$7570. During last three years commended 3 times and censured once. On 11/23/55, received \$200 cash award for development of confidential source.

b6 SA [ ] EOD 5/11/42, GS 13, \$9850. During last three years, commended 3 times and on 10/24/54 received meritorious reallocation to grade GS 13 for participation in penetration CP underground. On 2/8/55, received \$225 cash award for development of anonymous source. On 8/31/56 received \$300 cash award for work in Victor Riesel case.

SA Quigley EOD 9/22/47, GS 13, \$8990. During last three years, commended twice and censured on 3 occasions. On 11/23/55 received \$200 incentive award for development of highly confidential source.

SA [ ] EOD 1/29/51, GS 12, \$7570. During last three years, commended once and censured once. On 11/23/55, received \$150 cash award for development of confidential source.

SA Martin EOD as SA 10/9/50, GS 12, \$7570. During last three years commended once and censured once.

SA [ ] EOD 2/26/51, GS 12, \$7570. During last three years, censured once. On 1/24/55 received \$225 cash award for development of confidential source and on 11/23/55 received \$150 cash award for similar type of operation.

b6 SA Adcock EOD 11/27/50, GS 12, \$7570. During last three years, commended 3 times and on 2/8/55 received \$225 cash award for development of confidential source.

SA Sutkus EOD as SA 7/13/47, GS 13, \$9205. During last three years, received cash award of \$200 on 1/31/57, for development of confidential source.

SA [ ] EOD 3/3/47, GS 13, \$9205. During last three years, commended once and censured on 8 occasions. Placed on probation 4/28/55 and removed therefrom 8/8/55. Censures based upon inadequate performance of supervisory duties. Removed from supervisory position per his request due to health of family. On 3/15/57, received \$100 cash award for work in connection with coverage of CP convention.

SA [ ] EOD 1/3/44 as SA, GS 13, \$9420. During last three years, commended once.

SA Divers EOD 9/8/47, GS 13, \$8990. During last three years, commended 5 times, received \$100 incentive award 4/11/57 for development of confidential source and censured twice.

SA Waters, EOD 3/30/42, GS 13, \$9850. During last 3 years commended twice and on 3/15/57 received \$100 cash award in connection with coverage CP convention 9/12/57. Censured once.

SA [ ] EOD 3/26/51, GS 12, \$7570. During last three years, commended twice and once through SAC. On 9/2/55 received \$125 cash award for outstanding investigation CP underground operation; on 4/25/56 received \$200 cash award in connection with development of highly confidential source and on 3/15/57 received \$100 cash award for outstanding work in connection with coverage of CP convention 9/12/57.

#### RECOMMENDATIONS

1. That each of the agents recommended for incentive awards set forth on page 2, as well as SAs Divers, Waters and [ ] be approved for \$150 cash awards (total \$2,100) for outstanding services in developing and maintaining highly successful contacts with this exceptionally valuable confidential source. b6

I agree. JPM 5/23 - Authorizations and letters- LRH 5/31/57

2. That the 13 recommended for commendation for the excellent assistance rendered by them in making these contacts possible be individually commended.

I agree. JPM 5/23 Done LRH 5/31/57

3. That general letter be directed to BAC, New York in recognition of outstanding work in this case with instructions to extend Director's commendation to the other agents who contributed to success of this case.

I agree. JPM 5/23 Done LRH 5/31/57

4. That Inspector Donald E. Moore, Domestic Intelligence Division, also be commended for the manner in which he handled the over-all planning and guidance of this successful operation. This occurred while Moore was ASAC at New York.

I agree. JPM 5/23 Done LRH:p 5/31/57



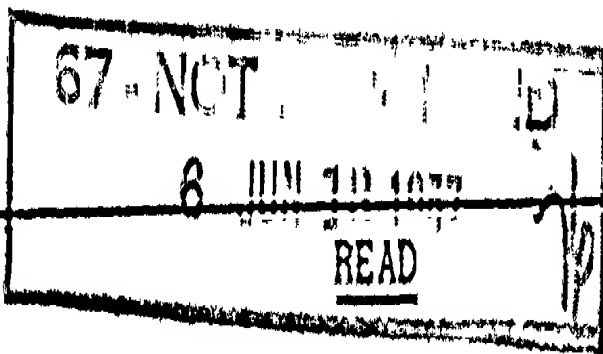
RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6-11-57

I certify that I have received the following Government property for official use:

~~XXXXXX~~  
returned

D. C. Official Parking Permit, Expires 6-30-58



FILE

3-M

PER

52B

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

Very truly yours,

*Donald E. Moore*  
Donald E. Moore

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 11, 1957

FROM : J. P. Mohr

SUBJECT: DONALD E. MOORE  
 #1 Man - Inspector  
 Espionage - Central Research Branch  
 Domestic Intelligence Division  
 Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

REALLOCATION

Inspector Moore is presently in grade GS-15, \$11,880 per annum, and is being considered for reallocation to grade GS-16, \$12,900 per annum. He was last considered for reallocation on March 6, 1957, at which time it was recommended and approved that he be passed over and reconsidered at a later date. In this connection the Director noted, "I concur. I do not believe he is by any means ready for GS-16. He has only been here 4 months and has had a severe censure in that time. H."

Mr. Moore has specific responsibility for the Espionage - Central Research Branch, which was formerly held by Inspector Hennrich, now SAC at Philadelphia. Inspector Sizoo, who is in charge of the Internal Security - Liaison Branch, is in grade GS-16, and Inspector Sullivan, Chief of the Central Research Section, is also in grade GS-16.

We have a total of 37 super grade positions approved by the 84th Congress on June 28, 1955. At the present time 11 of these positions are approved in grade GS-16 for the field and 10 in grade GS-16 at the Seat of Government. Six grade GS-17 positions are approved for the field and six at the Seat of Government. In addition, we have two GS-18 positions filled at the Seat of Government. This makes a total of 35 super grade positions filled and two remain vacant.

RECORDED - 137

67-191804-223

Mr. Moore entered on duty March 10, 1941, is 38 years of age, married, and has four children. He has a Bachelor of Arts Degree and attended law school. His over-all record is very satisfactory and he is currently rated excellent by Mr. Belmont. Since he was last considered for reallocation Mr. Moore has received two letters of censure. He was censured on March 18, 1957, for failure to assure that an important matter was handled promptly and without delay. He was censured on March 22, 1957, for failure to detect ten errors in official correspondence between November 10, 1956, and March 15, 1957. He received a letter of commendation on May 31, 1957.

Enclosure  
 ERC:akc  
 (2)

Memo to Mr. Tolson  
Re: Donald E. Moore

RECOMMENDATION

In view of the recent administrative action taken against him, I recommend that Mr. Moore be passed over for reallocation at this time, to be reconsidered in September, 1957.

PR

✓

*J. P. Mohr*

A PERMANENT BRIEF OF MR. MOORE'S FILE IS ATTACHED.

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6/20/57

I certify that I have ~~received~~ the following Government property for official use:  
returned

Operations and Procedures Manual On Personnel Matters # 29

FILE

3-M

PER da

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

Very truly yours,

*Donald E. Moore*

Donald E. Moore

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. DONALD E. MOORE Relationship WIFE Date 5/8/57

Address 505 CROWN VIEW DR, ALEXANDRIA, VA.

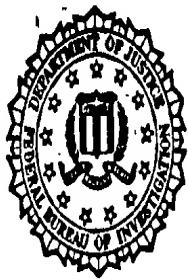
The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name SAME AS ABOVE Relationship \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Very truly yours,

Donald E. Moore  
Special Agent



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

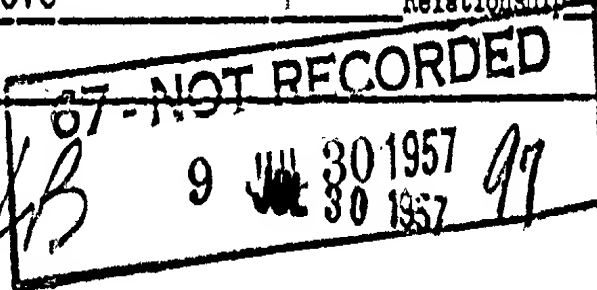
For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Donald E. Moore Relationship wife Date 7-23-57  
Address 505 Crown View Drive, Alexandria, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name same as above Relationship \_\_\_\_\_ Date 7-23-57  
Address \_\_\_\_\_



Very truly yours,

Donald E. Moore  
Special Agent

*W. H. Belmont*

September 17, 1957

MEMORANDUM FOR MR. TOLSON

Today I saw Inspector Donald E. Moore, who is the Number One Man in the Domestic Intelligence Division. Mr. Moore makes an excellent personal appearance. He called to express his appreciation for his recent reallocation to GS-16.

I discussed with Mr. Moore generally the necessity for the Domestic Intelligence Division to be more realistic in its dealings with the Internal Security Division of the Department headed by Assistant Attorney General Tompkins. I stated I thought we should be courteous but there was no reason for our endeavoring to go beyond our legal functions in performing our duties in dealing with Mr. Tompkins and his associates, particularly in view of the recent article which Mr. Tompkins arranged to have appear in Look Magazine and which deprecates the work of the Bureau in the security field.

Very truly yours,

*1-1 J. E. H.*

John Edgar Hoover  
Director

JEH:TLC  
(5)

SENT FROM D. O.	
TIME	10:45/17
DATE	9-19-57
BY	EDH

RECORDED - 147

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

191-804-224	
SEP 20 1957	
FBI - NEW YORK	

*W. H. Belmont*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 9-13-57

FROM : H. L. Edwards

SUBJECT: SA DONALD E. MOORE  
 #1 Man - Inspector  
 Espionage - Central Research Branch  
 Domestic Intelligence Division  
 Non-Veteran; Not in Reserves  
 EOD 3-10-41; GS-16, \$12,900  
Not on Probation

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

By letter dated 9-12-57 he was advised of his promotion to the position of Inspector, \$12,900 per annum in Grade GS-16, effective 9-8-57. The following is a brief, concise summary concerning his services for the Director's use.

Mr. Moore entered on duty as a Special Agent on 3-10-41. He was assigned to various field offices until 8-17-47 when he was transferred to the Domestic Intelligence Division. He subsequently served as Assistant Special Agent in Charge of the Detroit and New York Offices from 12-6-51 until 10-14-56 when he was transferred again to the Seat of Government as #1 Man of the Domestic Intelligence Division. On 11-9-56 he was also designated Inspector in the Domestic Intelligence Division.

The Director last saw Mr. Moore on 1-9-57 at which time Moore stated while he had put in a request to see the Director several days previously, there had developed in the interim the incident wherein an inadequate memorandum had been prepared for the Director by the Domestic Intelligence Division for the Director's interview with Mr. Tracy S. Voorhees and Mr. Moore had been partially responsible for this situation. Mr. Moore stated he regretted the same and thought he had learned a lesson from it. The Director told Moore he certainly hoped he had because the Director's observation was that the original memorandum sent to him for his use was completely inadequate and that it was inexcusable that a proper memorandum had not been submitted in the first instance.

Since being assigned to the Seat of Government on 10-14-56 Mr. Moore has been CENSURED on three occasions. By letter dated 1-14-57 he was censured inasmuch as a request made of the Domestic Intelligence Division on 1-8-57 for material relating to the Hungarian Refugee Program was handled in a most unsatisfactory fashion. (This is the incident which Mr. Moore discussed with the Director on 1-9-57.) By letter dated 3-18-57 he was censured for his failure to carry out his official responsibilities with sufficient alertness and aggressiveness in the Internal Security case involving [REDACTED]. By letter dated 3-22-57 he was censured as the result of non-substantive errors which appeared in official correspondence that was reviewed and approved by him since 11-10-56.

By letter dated 5-31-57 he was COMMENDED for the valuable services he rendered when assigned to the New York Division through his

FDH/dar (2)  
 Attachment (Permanent Brief)



competent supervision and guidance of the very successful contacts of a highly confidential source of information of great importance to the Bureau in the security field.

His daily average overtime for the last six months was as follows: March, 3 hours 16 minutes; April, 2 hours 56 minutes; May, 5 hours; June, 3 hours 52 minutes; July, 3 hours 4 minutes; August, 2 hours 50 minutes.

As of January, 1957, Mr. Moore listed Washington, D. C., as his only office of preference.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: September 6, 1957

FROM : J. P. Mohr

SUBJECT: DONALD E. MOORE  
 Number One Man -- Inspector  
 Espionage - Central Research Branch  
 Domestic Intelligence Division  
 Non-Veteran; Not on Probation.

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

REALLOCATION

Inspector Moore is presently in grade GS-15, \$11,880 per annum, and is being considered for reallocation to grade GS-16, \$12,900 per annum. Mr. Moore was first considered for reallocation on March 6, 1957; however, he was passed over at that time because of a letter of censure he received on January 14, 1957. He was again considered for reallocation on June 11, 1957; however, it was recommended and approved that he be passed over at that time as he had received letters of censure on March 18, 1957, and March 22, 1957. Mr. Moore received a letter of commendation on May 31, 1957, and no further administrative action has been taken against him.

He entered on duty March 10, 1941, is 39 years of age, married, and has four children. He has a Bachelor of Arts Degree and attended law school. His over-all service record may be considered above average and he is currently rated excellent. Mr. Moore serves as Number One Man to Assistant Director Belmont and, in addition, has specific supervisory responsibility for the Espionage and Central Research Sections of the Division.

On March 31, 1957, Mr. Belmont rated him excellent and said he worked well under pressure, had shown above average judgment, had a good knowledge of Bureau policy, and Mr. Belmont considered him a very valuable addition to the Domestic Intelligence Division. Mr. Belmont also advised that Mr. Moore had the necessary ability and desire to progress further in the Bureau's service.

RECORDED 11

67-191804-226

We have a total of 37 super grade positions. Eleven of these positions are approved in grade GS-16 for the field and ten in grade GS-16 for the Seat of Government. Six grade GS-17 positions are approved for the field and six at the Seat of Government. In addition, we have two GS-18 positions filled at the Seat of Government. This makes a total of 35 super grade positions filled with two remaining vacant.

7 SEP 23 1957

Enclosure  
 ERG:akc  
 (2)

Memo to Mr. Tolson  
Re: Donald E. Moore

RECOMMENDATION:

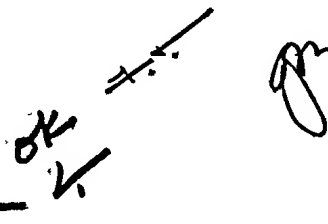
Mr. Moore has been Number One Man of the Domestic Intelligence Division for the past 11 months. In view of the importance of his position plus the fact that he appears to have his feet on the ground and is performing in a satisfactory manner, I recommend that he be reallocated to grade GS-16, \$12,900 per annum, at this time.

*Handwritten:*  
J. Edgar Hoover  
Letter Sup.  
9-12-57  
m/ach

*Handwritten:* I agree

*Handwritten:* 9-8

*Handwritten signature:* J. Edgar Hoover

*Handwritten:* 

A PERMANENT BRIEF OF INSPECTOR MOORE'S FILE IS  
ATTACHED.

Prepared by: *adh*  
Checked by:  
Filed by: *mgf*

September 12, 1957

*0*  
Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

I am indeed pleased to advise that  
you have been promoted to the position of  
Inspector, \$12,900 per annum in Grade GS 16,  
effective September 8, 1957.

Sincerely yours,

J. Edgar Hoover

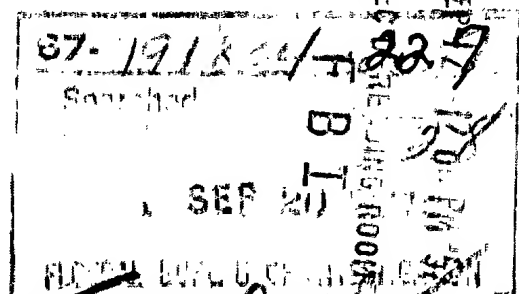
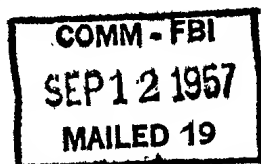
John Edgar Hoover  
Director

CC: Mr. Belmont (Personal Attention)

CC: Miss  <sup>b6</sup>

CC: Movement

*MA:adh*  
(6)



286 14 13 123

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

56  
SEP 23 1957  
MAIL ROOM ☐

*John Edgar Hoover*

*adh*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: September 18, 1957

FROM : Mr. A. H. Belmont

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SUBJECT: ERRORS

In accordance with instructions contained in the Director's memorandum dated May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period April 8, 1957, through September 18, 1957, Inspector Donald E. Moore had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with Inspector Moore and have emphasized the necessity of his reviewing mail even more carefully in the future.

## RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Inspector Moore.

cc: Mr. Boardman  
Mr. Mohr  
Mr. Belmont

RECORDED - 142

AHB:mpp  
(4)

67-191804-228

Searched \_\_\_\_\_  
Numbered \_\_\_\_\_ 27

1 SEP 23 1957

FEDERAL BUREAU OF INVESTIGATION

Let to Moore  
TGN/jfb 9/20/57  
4 SEP 26 1957

September 20, 1957

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

The Bureau's attention has been directed to the fact that you have been responsible for failing to detect a number of nonsubstantive errors in official correspondence reviewed and approved by you since April 8, 1957. If you had reviewed these items of correspondence with sufficient care, the mistakes could have been discovered by you.

It is imperative that all Bureau correspondence be free from error and hereafter you should increase your efforts in handling this phase of your responsibilities so that it will not again be necessary to call delinquencies of this type to your attention.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

RECORDED - 142

CC: Mr. Belmont (Personal Attention)

Domestic Intelligence Division Personnel File

Based on memo A. H. Belmont to L. V. Boardman 9/18/57, AHB:mpp.

Trotter \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☒

1. NAME MOORE, DONALD E.  
LAST FIRST MIDDLE2. OFFICE OF ASSIGNMENT DETROIT

NOTE: PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

TOTAL  
FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS  
THAN  
3 YRS.☐3 YRS. BUT  
LESS THAN  
15 YRS.☒15 YRS.  
OR  
OVER☐

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952)

DATE YOU WILL REACH NEXT CATEGORY:

3  
MONTH10  
DAY56  
YEAR3. PREVIOUS CIVILIAN  
GOVERNMENT SERVICE  
(GIVE COMPLETE NAME OF AGENCY  
AND BRANCH)

None

DATE EOD

DATE SEPARATED

TOTAL LENGTH OF SERVICE  
WITH EACH AGENCY

YRS. MOS. DAYS

## TOTALS

ITEMS 4, 6, 8  
9, 10, and 11

YRS. MOS. DAYS

4. TOTAL LENGTH OF PREVIOUS CIVILIAN GOVERNMENT SERVICE

(ADD ALL TIME LISTED UNDER ITEM 3. DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12, - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

0 0 0

5. MILITARY SERVICE  
(INDICATE BRANCH - ARMY, NAVY,  
MARINE CORPS, COAST GUARD, AIR  
FORCE, ETC. IF NO MILITARY SER-  
VICE, WRITE "NONE" IN THIS SPACE)

None

DATE ENTERED ON  
ACTIVE DUTY

DATE GIVEN ON SEPARATION DOCUMENT

DATE DISCHARGED

DATE GIVEN ON SEPARATION DOCUMENT

TOTAL SERVICE WITH  
MILITARY (EACH BRANCH)

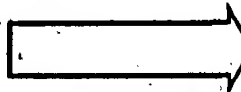
YRS. MOS. DAYS

FOLD ON THIS LINE

6. TOTAL MILITARY SERVICE

(ADD ALL TIME LISTED UNDER ITEM 5. DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

0 0 0

7. STATUS AT TIME  
OF ENTRANCE ON  
DUTY WITH ARMED  
FORCES (CHECK ONE)ON MILITARY LEAVE FROM  
CIVILIAN GOVERNMENT  
SERVICE☐RESIGNED FROM CIVILIAN  
GOVERNMENT SERVICE TO  
ENTER ARMED FORCES☐ENTERED ARMED FORCES FROM  
PRIVATE EMPLOYMENT OR  
SCHOOL☐8. PRESENT FBI  
SERVICE(IF REINSTATED, LIST DATES  
OF PREVIOUS SERVICE WITH  
FBI UNDER ITEM 3)LATEST EOD  
DATE3 10 16  
MONTH DAY YEAR  
56TO CLOSE OF BUSI-  
NESS JAN. 6, 1952TOTAL SERVICE SINCE  
LAST EOD DATE

YRS. MOS. DAYS

10 9 27

CARRY THIS FIGURE  
IN COLUMN ON RIGHT

10 9 27

9. FEDERAL SERVICE TIME - GROSS TOTAL

(ADD ITEMS 4, 6, AND 8. DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)

10 9 27

10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING  
ANY ONE CALENDAR YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)

0 0 0

11. FEDERAL SERVICE TIME - NET TOTAL

(SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME.)

10 9 27

67 - NOT RECORDED

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY  
KNOWLEDGE AND BELIEF.

(SIGNED)

(DATE)

Donald E. Moore 3/8  
1/3/52  
(WRITTEN SIGNATURE)

DIV.

97-C-7279-8 P

415

[illegible]





EMPLOYEE(SA) Moore, Donald E. EOD 3-10-47

DIV.

ACC. ANN.

81-3

ACC. SICK

83-3

ADV. SICK

10-1-47

ACC. ANN.

ACC. SICK

DAY OF MO.	JAN	FEB	MAR	APR	MAY	JUNE	DAY OF MO.	JULY	AUG	SEPT	OCT	NOV	DEC	DAY OF MO.
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PRINTED IN U. S. A. BY Helindex COMPANY, JAMESTOWN, N. Y.

97-J-C-9033-0 P

ACC. ANN.

67-3

ACC. SICK

71-3

ADV. SICK

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AGGREGATE							A							A
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							WP							WP

## Calendar Year 1947

LWOP SUSP.

No. of days

Annual lost

Sick lost

ANNUAL

As of 1-1-47

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-48

(amt. lost)

SICK

As of 1-1-47

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-48

## Calendar Year 1946

LWOP SUSP.

No. of days

Annual lost

Sick lost

ANNUAL

As of 1-1-46

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-47

(amt. lost)

SICK

As of 1-1-46

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-47

ACC. ANN.

49-6

ACC. SICK

57-1

ADV. SICK

Accrued Ann.

Accrued Sick

DAY OF NO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.
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19													19													19
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28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A											A		
													S											S		
													WP											WP		

## Calendar Year 1945

LWOP SUSP.

No. of days

Annual lost

Sick lost

ANNUAL

As of 1-1-45 49-6 ✓

Current Acc. 26-0

Total 75-6

Leave lost

Balance

Total taken 8-3

Balance 1-1-46 67-3 ✓

(amt. lost)

SICK

As of 1-1-45 57-1 ✓

Current Acc. 15-0

Total 72-1

Leave lost

Balance 71-9

Total taken 0-6

Balance 1-1-46 71-3 ✓

ACC. ANN.

ACC. SICK

ADV. SICK

Accrued Ann.

Accrued Sick

DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.	
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H		
1													1													1	
2													2													2	
3													3													3	
4													4													4	
5													5													5	
6													6													6	
7													7													7	
8													8													8	
9													9													9	
10													10													10	
11													11													11	
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28													28													28	
29													29													29	
30													30													30	
31													31													31	
AGGREGATE													A													A	
													S													S	
													WP													WP	

## Calendar Year 1948

LWOP SUSP.

No. of days

Annual lost

Sick lost

ANNUAL

As of 1-1-48

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-49

(amt. lost)

SICK

As of 1-1-48

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-49

LAST NAME <b>Moore, Donald E., SA</b>	FIRST NAME AND INITIAL <b>6 til 3-10-56</b>	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

☆ GPO 10-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY						JULY														
FEBRUARY						AUGUST														
MARCH						SEPTEMBER														
APRIL						OCTOBER														
MAY						NOVEMBER														
JUNE						DECEMBER														
												REMARKS								
																YEARLY SUMMARY (HOURS)				
																ITEM		ANNUAL	SICK	
																BAL. FORWARDED				
																YR. ACCRUAL				
																TOTAL				
																TOTAL TAKEN				
																BALANCE				

LAST NAME <b>Moore, Donald E., SA</b>	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE <b>3-10-41</b>	AGENCY	CALENDAR YEAR <b>1955</b>
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6.11.1		3-10-56		r-rac			
LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR	

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

☆ GPO 10-48990-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY				COMPENSATORY TIME RECORD							
		TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.			TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.	W-AVL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.				
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL		DATE	TYPE	HRS.	TOTAL								
JANUARY	2			6			4	JULY	15	32	121	84			56	0											
	3	8	8	12			8		16			90			60	0											
	4			18			12					120			60	0											
FEBRUARY	5			24	11	11	16	AUGUST	17			96			64	0											
	6			30			20		18			112			68	0											
									19			108			72	0											
MARCH	7			36			24	SEPTEMBER	20	5	126	114			76	0											
	8			42			28		21			120			80	0											
APRIL	9	16	24	48			32	OCTOBER	22			126			84	0											
	10			54	8	19	36		23	40	166	132			88	0											
MAY	11			60			40	NOVEMBER	24			138			92	0											
	12			66			44		25			144			96	0											
JUNE	13			72			48	DECEMBER	26			154			100	0											
	14	65	89	178			52		1			160			104	0											
																				YEARLY SUMMARY (HOURS)							
																								ITEM	ANNUAL	SICK	
																								BAL. FORWARDED	707	898	
																								YR. ACCRUAL	760	104	
																								TOTAL	867	1002	
																								TOTAL TAKEN	166	19	
																								BALANCE	✓ 701	983	

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Moore,	Donald E., SA			3-10-41		1954

<i>Moore, Donald E., SA</i>	<i>6 til</i>	<i>3-10-56</i>		
LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE

Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD ✓

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.			TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.			
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL	DATE	TYPE					HRS.	TOTAL	
JANUARY	2	8	8	6			4	16	80	110	96												
	3	8	16	12			8	17			96												
	4			18	9	9	12																
FEBRUARY	5			24			16	18			102												
	6	1	17	30	8	17	20	19			108												
								20			114												
MARCH	7	4	21	36			24	21	8	118	120												
	8			42			28	22			126												
	9			48			32																
APRIL	10	1	22	54			36	23			132												
	11			60			48	24			138	11	28	92									
MAY	12			66			44	25	8	126	144												
	13			72			48	26			150												
JUNE	14			78			52	27			160												
	15	8	30	84			56	1	12	138	146												
												REMARKS											
																YEARLY SUMMARY (HOURS)							
																ITEM	ANNUAL	SICK					
																BAL. FORWARDED	707	818					
																YR. ACCRUAL	116	108					
																TOTAL	873	926					
																TOTAL TAKEN	138	28					
																BALANCE	707	735	898				

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Moore, Donald E., SA				3-10-41		1953 <i>DMH</i>

6623-11-56

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

\* GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY				COMPENSATORY TIME RECORD			
		TAKEN	HRS. ACCR.	TAKEN	HRS. ACCR.			TAKEN	HRS. ACCR.	TAKEN	HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL	HRS.	TOTAL			HRS.	TOTAL	HRS.	TOTAL	HRS.	TOTAL	DATE	TYPE				
JANUARY	26		4		2	JULY	16		88	1	4	58							
	3	11	11	10			6	17		94			62						
	4			16			10												
FEBRUARY	5		22		14	AUGUST	18	56	93	100		66							
	6		28		18		19		106			70							
							20		112			74							
MARCH	7		34		22	SEPTEMBER	21		118			78							
	8	7	18	40			22		124			82							
	9	13	31	46			30												
APRIL	10		52		34	OCTOBER	23		130			86							
	11		58		31		24		136			90							
									144										
MAY	12		64		42	NOVEMBER	25		142			94							
	13	3	34	70	2		2	46	26	8	101	148		98					
JUNE	14		76		50	DECEMBER	1	14	115	158		102							
	15	3	37	82	1		3	54											
												REMARKS							
																YEARLY SUMMARY (HOURS)			
																ITEM	ANNUAL	SICK	
																BAL. FORWARDED	707	720	
																YR. ACCRUAL	158	102	
																TOTAL	865	822	
																TOTAL TAKEN	115	4	
												707				BALANCE	750	818	

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Moore, Donald E., SA

3-10-41

1952

Bak

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY AGENCY CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE	HRS.
JANUARY	28			4		JULY	16			116		43									
	3	5	5	14			17	90	109	124											
	4	8	13	20																	
FEBRUARY	5			28	10	10	10	18	00	149	132		51								
	6			36	8	18	19		140	8	51										
MARCH	7			44		20	20		148			51									
	8			52	16	34	21		143				*19 hrs. accrued.								
							22		145				*13 hrs. deducted								
APRIL	9			60		30	23	8	155	155		51	REMARKS								
	10	8	21	68	1	35	24		180												
	11	8	29	76																	
MAY	12			84		40	25		188			51									
	13			92	8	43	26		196												
JUNE	14			100		43	1		204			51									
	15			108			20	8	163	208											
												707				BALANCE				752	720

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY AGENCY CALENDAR YEAR  
SA Moore, Donald E. 3-10-41 1951



LAST NAME # FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 16-48990-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AVL-SUSPENDED				COMPENSATORY TIME RECORD											
		TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.			TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.	DATE	TYPE	Hrs.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.								
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL																	
JANUARY	26			4				JULY	16			116										*40 hrsal reported 8/7 - 8/11 was not taken per case from section.									
	3	3	3	12			10		17			124																			
	4	8	11	20																											
FEBRUARY	5			28			11	AUGUST	18	80	102	132										27									
	6			36	1	1			19	80	102	140																			
MARCH	7			44	4	5	15	SEPTEMBER	20			148										27									
	8			52					31			156																			
APRIL	9			60	12	17	25	OCTOBER	22			164										REMARKS									
	10			68					23			172																			
	11			76					24			180																			
MAY	12			84			27	NOVEMBER	25	16	158	188	8	25	37							YEARLY SUMMARY (HOURS)									
	13			92					26			196	5	30																	
JUNE	14	8	19	100			27	DECEMBER	1			204			40							ITEM : ANNUAL SICK									
	15	3	22	108					2	16	194	208																			
																				707				BALANCE				741		720	

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR  
SA Moore, Donald E. 3-10-42 1950

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 10-43990-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AVL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.					PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE	HRS.
JANUARY	26			4		JULY	16			116		70									
	3			12			17			124											
	4			20																	
FEBRUARY	5			28		AUGUST	18			132		78									
	6			36			19	2	138	140											
MARCH	7			44		SEPTEMBER	20	1	139	148		48									
	8			52	8		21			156											
APRIL	9			60	16	OCTOBER	22	15	154	164		88	REMARKS								
	10			68			23			172	40	64									
							24			180											
MAY	11	80	80	76		NOVEMBER	25			188		98	YEARLY SUMMARY (HOURS)				ITEM	ANNUAL	SICK		
	12	56	136	84			26			196							BAL. FORWARDED	707	666		
	13			92						204							YR. ACCRUAL	208	108		
JUNE	14			100		DECEMBER	1	11	165	204		168	TOTAL					915	774		
	15			108			22	1	166	208							TOTAL TAKEN				
												707				BALANCE					749

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA, Moore, Donald E.

3-10-41

1949

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

GPO 16-48999-1  
Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AVL-SUSPENDED				COMPENSATORY TIME RECORD						
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AVL-SUSPENDED		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.					
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.					TOTAL	DATE	TYPE	HRS.	TOTAL
JANUARY	1			8		JULY	15			116		62										
	2			16	24		24	10	16	40	57		124									
	3	1	1	24																		
FEBRUARY	4	8	9	32		AUGUST	17	50	137	132		72										
	5			40				18			140											
MARCH	6			48	8	32	SEPTEMBER	19			148		82									
	7	8	17	56				20			156											
APRIL	8			64		OCTOBER	21			164		92	REMARKS									
	9			72				22			172											
								23			180											
MAY	10			80	8	40	NOVEMBER	24			188		102	YEARLY SUMMARY (HOURS)				ITEM	ANNUAL	SICK		
	11			88				25			196								BAL. FORWARDED	707	720	
	12			92	40	80													YR. ACCRUAL	208	112	
JUNE	13			100	80	160	DECEMBER	26	36	173	204		112					TOTAL	915	832		
	14			108	6	166			27	8	181	208							TOTAL TAKEN	181	166	
											738						707	BALANCE	734	666		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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SA, Moore, Donald E.

3-10-41

1948

Prepared by *[initials]*  
Checked by *[initials]*  
Filed by *[initials]*

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST) <b>MR. DONALD E. MOORE #02997</b>		2. DATE OF BIRTH <b>7-11-18</b>	3. JOURNAL OR ACTION NO. <b>F.B.I. 4655</b>	4. DATE <b>9-6-57</b>
<i>This is to notify you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>9-8-57</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>	
FROM		TO		
Inspector GS 15 \$11,880 per annum		8. POSITION TITLE  9. SERVICE, SERIES, SALARY, GRADE  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS	Inspector GS 16 \$12,900 per annum	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE <input checked="" type="checkbox"/> NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT DISAB. OTHER		14. POSITION CLASSIFICATION ACTION <input type="checkbox"/> NEW <input checked="" type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL. <b>Carl E. Hennrich reassn off 11-4-56</b>		
15. SEX <b>M</b>	16. APPROPRIATION S. & E., F B I 18. FROM: <b>Same</b> 19. TO:		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)  19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
APPROVED <i>[Signature]</i> DIRECTOR, F. B. I.		<i>[Handwritten: 36]</i> <i>[Handwritten: mafesh]</i>		
REMARKS: Grade and classification of position subject to post-audit and correction by Agency Personnel Office or by the Civil Service Commission.				
SIGNATURE OR OTHER AUTHENTICATION <i>[Signature]</i>				

SEP 27 1957

67-NOT RECORDED-4

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : J. P. Mohr

SUBJECT: ASSIGNMENT CHART  
DOMESTIC INTELLIGENCE DIVISION

Date: September 13, 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

In reviewing the assignment charts for the various divisions, I noticed that the assignment chart for the Domestic Intelligence Division is misleading in that Special Agent Supervisor W. V. Cleveland is listed as Number One Man. A chart is attached for your ready reference. Mr. Cleveland is not the Number One Man of the Division and actually serves as an assistant to Mr. Belmont with duties primarily consisting of the review of Division mail and memoranda, similar to those performed by Mr. Scatterday in Mr. Boardman's office. The Number One Man duties of the Division are actually divided between Inspectors J. A. Sizoo and D. E. Moore who have joint responsibility for supervision of all sections of the Division.

It appears desirable to more clearly set forth the supervisory responsibility in Mr. Belmont's front office so that there will be no question as to the chain of command.

RECOMMENDATIONS:

(1) That Supervisor Cleveland's name be deleted from the top of the chart and placed on the chart along with the other supervisors in the Division.

*list as is on chart  
as a Supervisor*

(2) That Inspector Sizoo's name be listed under Mr. Belmont's name and that he be designated as the one to serve during Mr. Belmont's absence.

(3) That Inspector Moore's name appear third and that he be approved to serve in charge of the Division during the absence of both Mr. Belmont and Inspector Sizoo.

67-149000-2368

Searched

Number

27

6 SEP 1957

Enclosure  
 ERC:akc  
 (2)

ENCLOSURE

144

3/4

December 19, 1957

Honorable William F. Tompkins  
Assistant Attorney General  
Internal Security Division  
Department of Justice  
Washington, D. C.

My dear Mr. Tompkins:

Thank you for your letter of December 13, 1957,  
concerning the assistance this Bureau was privileged to afford  
in the matter involving [redacted] b6

It was thoughtful of you to write in this regard,  
and you may be sure my associates whom you mentioned will be  
grateful for your good words. I am informing them of the con-  
tents of your communication.

Sincerely yours,

5 cc's - Washington Field Office, with five copies of incoming.

7 cc's - New York, with seven copies of incoming.

cc - Inspector Donald E. Moore, with copy of incoming.

- cc - Personnel file of [redacted] with copy of incoming.
- cc - Personnel file of Peter J. Murphy, Jr., with copy of incoming.
- cc - Personnel file of [redacted] with copy of incoming.
- cc - Personnel file of Richard B. Kelloe, with copy of incoming.
- cc - Personnel file of [redacted] with copy of incoming. b6
- cc - Personnel file of Thomas G. Spencer, with copy of incoming.
- cc - Personnel file of [redacted] with copy of incoming.
- cc - Personnel file of Theodore Aviral King, with copy of incoming.
- cc - Personnel file of Francis Edward Dwyer, with copy of incoming.
- cc - Personnel file of [redacted] with copy of incoming.
- cc - Personnel file of Donald E. Moore, with copy of incoming.

CBF:nlw (27)

(NOTE: see next page)

YELLOW  
DUPLICATE  
DEC 19 1957

**Honorable William F. Tompkins**

**NOTE:** Relations with Tompkins at one time were very satisfactory and the Director's correspondence with him was on a first-name basis; however, Tompkins collaborated with [redacted] of "Look" magazine on an article which appeared in the September, 1957, issue which credited Tompkins and his division as the principal factor in successful security-type prosecution and intimated that Tompkins directed or supervised the entire investigation procedure of such investigations. It is noted this letter to the Director is "Dear Mr. Hoover." [redacted] EOD 9-22-41 as clerk; 7-16-51 as SA; assigned WFO in GS-12. Peter J. Murphy, Jr., EOD 2-4-48 as clerk; 7-10-50 as SA; assigned WFO in GS-12. [redacted] EOD 5-7-51<sup>b6</sup> as SA; assigned WFO in GS-12. Richard B. Kellogg EOD 8-23-49 as SA; assigned WFO in GS-12. [redacted] EOD 5-12-47 as SA; assigned New York in GS-12. Thomas G. Spencer EOD 4-18-38; assigned New York in GS-12. [redacted] EOD 5-28-51; assigned New York in GS-12. Theodore Aviral King EOD 5-8-54 as SA; assigned New York in GS-11. Francis Edward Dwyer EOD 2-5-51 as SA; assigned New York in GS-12. [redacted] EOD 7-2-51 as SA; assigned New York in GS-12. Donald E. Moore EOD 8-10-41 as SA; assigned Domestic Intelligence Division as Inspector in GS-16.

**Assistant Attorney General  
Internal Security Division**

**TAM COPY**

**Department of Justice  
Washington**

**December 15, 1967**

**J. Edgar Hoover, Director  
Federal Bureau of Investigation  
Washington 25, D. C.**

**Dear Mr. Hoover:**

I want to take this opportunity to personally commend the excellent job done by all the Bureau agents who worked so tirelessly and efficiently on the [redacted] case. The fruits of their labor contributed greatly to the successful outcome of this trial.

In particular, I want to commend the services of Special Agents [redacted] Peter J. Murphy, Jr., [redacted] b6  
[redacted] and Richard Kelley of the Washington Field Office and [redacted] Thomas [redacted] Theodore King, Francis E. Dwyer and [redacted] of your New York Office. The work of these men was outstanding. Agent [redacted] demeanor, straightforwardness and intelligence as a witness in the [redacted] trial is a tribute both to himself and the Federal Bureau of Investigation.

I am also most appreciative of the excellent liaison that was effected in this case between Departmental Attorneys and your Washington Headquarters under the competent direction of Inspector Don E. Moore.

**Sincerely,**

**/s/ William F. Tompkins**

**William F. Tompkins  
Assistant Attorney General**



# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) <b>Moore, Donald Edgar</b>		2. GRADE AND COMPONENT OR POSITION <b>Inspector</b>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>Annual</b>	6. DATE OF EXAMINATION <b>Dec 18, 1957</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT			
12. DATE OF BIRTH <b>7-11-18</b>		13. PLACE OF BIRTH <b>Oketo, Kansas</b>	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS <b>NNMC</b>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)			
NORMAL	ABNOR- MAL				
		18. HEAD, FACE, NECK, AND SCALP			
		19. NOSE			
		20. SINUSES			
		21. MOUTH AND THROAT			
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)			
		23. DRUMS (Perforation)			
		24. EYES—GENERAL (Visual acuity and refraction under items 58, 60, and 61)			
<b>NE</b>		25. OPHTHALMOSCOPIC			
		26. PUPILS (Equality and reaction)			
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
		28. LUNGS AND CHEST (Include breasts)			
		29. HEART (Thrust, size, rhythm, sounds)			
		30. VASCULAR SYSTEM (Ventricles, etc.)			
		31. ABDOMEN AND VISCERA (Include hernia)			
		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)			
		33. ENDOCRINE SYSTEM			
		34. G-U SYSTEM			
		35. UPPER EXTREMITIES (Strength, range of motion)			
		36. FEET			
		37. LOWER EXTREMITIES (Except feet) (Strength range of motion)			
		38. SPINE, OTHER MUSCULOSKELETAL			
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
		40. SKIN, LYMPHATICS			
		41. NEUROLOGIC (Equilibrium tests under item 78)			
		42. PSYCHIATRIC (Specify any personality deviation)			
Females only		(Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL			

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth (—Nonrestorable teeth)		X.—Missing teeth XXX.—Replaced by dentures	
(8 X 8).—Fixed bridge, brackets to include abutments			
R I G H T	X 2 3 4 5 6 7 8 9 10 X 11 12 13 14 15	67-191804-230 Searched 59	
	32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17	4 JAN 31 1958 FEDERAL BUREAU OF INVESTIGATION Qualified	

LABORATORY FINDINGS			47. SEROLOGY (Specify test used and result)	
45. URINALYSIS: SP. GR. <b>1.005</b>			46. CHEST X-RAY (Place, date, film number, result)	
ALBUMIN	SUGAR	MICROSCOPIC	Neg 050916C	
<b>N</b>	<b>N</b>	<b>N</b>	Neg	
48. EKG Within normal limits		49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS	
11/17/57		<b>1050 21</b>		

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 73		52. WEIGHT 202		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD FBI		56. TEMPERATURE 98.1	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 130 DIAS. 86		RECUM-BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 72 JAN 31		AFTER EXERCISE 11:05 AM		AFTER 2:58	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/40 CORR. TO 20/20 BY S. CX				LEFT 20/70 CORR. TO 20/20 BY S. CX				CORR. TO 20-6 BY S. CX			
62. METEOPHORIA (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD				63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) 1946 AOC 18x18			
65. FIELD OF VISION				66. NIGHT VISION (Test used and score)				67. RED LENS			
68. INTRAOCULAR TENSION				70. HEARING				71. AUDIOMETER			
RIGHT WV 15/15 SV 15/15				LEFT WV 15/15 SV 15/15				72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE																	
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>P</td><td>U</td><td>L</td><td>M</td><td>E</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						P	U	L	M	E	S						
						P	U	L	M	E	S												
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT QUALIFIED FOR						78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER																	
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE s/G. R. Johnston																	
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE																	
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE S/																	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE b6																	
						NUMBER OF ATTACHED SHEETS																	

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION  
(Revised August 10, 1956)

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of examinee: MOORE, DONALD EDGAR  
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)  
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? ☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston  
(Signature of Medical Examiner)

JAN 7 1958  
(Date)

ENCLOSURE

67-191804-230

# Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 19, 1958

FROM : A. H. BELMONT *AB*

SUBJECT: DONALD E. MOORE

## ATTITUDE

The purpose of this memorandum is to report that the captioned employee reported for work on 2-18-58, notwithstanding the extremely hazardous travel conditions. In accordance with the Director's instructions this is to be made a matter of record in the employee's personnel file and considered as a COMMENDATION.

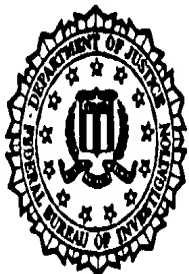
On Saturday, 2-15-58, the Washington, D. C., area was blanketed by fourteen inches of snow as a result of a storm which the Weather Bureau termed the worst that has struck this area in twenty-two years. Thereafter, high winds and near zero temperatures set in for several days making travel conditions extremely hazardous.

On Monday, 2-17-58, in recognition of the hardships and hazards that Federal Government employees would face in coming to work, a White House announcement was made encouraging such employees to stay home and take a day of annual leave. During the late afternoon of 2-17-58, a further official announcement emanated from the White House instructing that all Government employees who were not considered essential would be excused from work on 2-18-58 on Administrative Leave.

The captioned employee considered his work and his services to the FBI so essential that in spite of the foregoing announcement he took it upon himself to come to work and perform his regularly assigned duties. This is considered a highly exemplary attitude on the part of this employee and his actions in this instance certainly demonstrate his devotion to duty and the fact that he places his employment with the FBI above his personal convenience.

## RECOMMENDATION:

That this memorandum be placed in the employee's personnel file.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA DONALD E. MOORE  
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. DONALD E. MOORE Relationship WIFE Date 2/18/58  
Address 505 CROWN VIEW DR, ALEXANDRIA, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name SAME AS ABOVE Relationship WIFE Date 2/18/58  
Address 67 - NOT RECORDED

9 FEB 24 1958

FEB 24 1958

Very truly yours,

Donald E. Moore  
Special Agent

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*WST  
aka  
Jared  
Hickman - run*

Name of Employee: DONALD E. MOORE

Where Assigned: Domestic Intelligence Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector GS-16

Rating Period: from April 1, 1957 to March 31, 1958

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*DM*

Rated by: *Ch. Belmont* Assistant 4/15/58  
Signature Title Date

Reviewed by: *J. F. Mohr* Assistant Director APR 18 1958  
Signature Title Date

Rating Approved by: *J. F. Mohr* Assistant Director APR 18 1958  
Signature Title Date

**TYPE OF REPORT**

☒ Official

☒ Annual

☐ Administrative

☐ 60-Day

☐ Transfer

☐ Separation from Service

☐ Special

**RECORDED**

**27**

**191 804-231**

**82**

**APR 17 1958**

**SECTION**

**4 APR 20 1958**

**100**

*[Handwritten signature]*

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 2 1961

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/57 to 3/31/58

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
E (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
0 (14) Technical or mechanical skills.  
+ (15) Investigative ability and results:
  - (a) Internal security cases
  - (b) Criminal or general investigative cases
  - (c) Fugitive cases
  - (d) Applicant cases
  - (e) Accounting cases0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
+ (19) Reporting ability:
  - (a) Investigative reports
  - (b) Summary reports
  - + (c) Memos, letters, wires
 (Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)  
0 (20) Performance as a witness.  
E (21) Executive ability:
  - + (a) Leadership
  - + (b) Ability to handle personnel
  - + (c) Planning
  - + (d) Making decisions
  - + (e) Assignment of work
  - + (f) Training subordinates
  - + (g) Devising procedures
  - + (h) Emotional stability
  - + (i) Promoting high morale
  - + (j) Getting results0 (22) Ability on raids and dangerous assignments:
  - (a) As leader
  - (b) As participant+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
- (25) Miscellaneous. Specify and rate:  
+ Dictation ability  
+ **Capability for additional responsibility**

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security - administrator

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Desk man - Inspector - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (if answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (if answer is not "yes," explain in narrative comments.)  
 D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No. (If answer to either question is "Yes," explain in narrative comments.)  
 E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS DM



DONALD E. MOORE

PART I    GENERAL COMMENTS

During the entire rating period Mr. Moore has been Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. In this capacity he is directly responsible for three sections, namely Espionage, Nationalities Intelligence and Central Research. In addition, Mr. Moore has on a number of occasions taken over the handling of the entire Division in the absence of the Assistant Director.

In the field of work supervised by Inspector Moore there are many cases of an involved and delicate nature, particularly in the Espionage field. Proper handling of these cases is of the utmost importance, due to their international ramifications.

Moore has shown above-average insight and judgment in meeting the constant problems which have arisen, due to the changes in the security field. He is forthright and direct in his dealings with personnel and in handling problems from the field. He has a mind of his own and stands up for his convictions. He makes an excellent appearance, has a very pleasing personality, and handles personnel in a capable manner. He works well under pressure and on many occasions volunteers for assignments which cause him personal inconvenience. I have no hesitancy in assigning him to delicate and complicated matters.

On 3/31/57 he was commended by the Director for the development of sensitive sources of information while in New York. On 12/13/57 the Department commended Mr. Moore, among others, for his work in the case involving [REDACTED] On 2/19/58 a memorandum in his file notes that Mr. Moore reported for work in the face of extremely hazardous weather conditions. b6

Mr. Moore represents the Bureau on several committees dealing with security and intelligence matters and has been very effective in this respect.

In rating Mr. Moore as EXCELLENT, I have taken into account the item set forth under #5 (Part II) of this report.

Employee's  
Initials DM

DONALD E. MOORE

PART II SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given N.A.
  2. Experience and Ability as Inspector's Aide N.A.
  3. Participation in Informant Programs In an administrative capacity, he has shown excellent results.
  4. Testifying Experience and Ability N.A.
  5. Disciplinary Action
- Mr. Moore was censured on 9/20/57 relative to nonsubstantive errors appearing in correspondence reviewed by him.
6. Accounting Information N.A.
  7. Police Instruction N.A.
  8. Sound Training N.A.
  9. Resident Agents N.A.
  10. Foreign Language Ability Spanish (poor)
  11. Current Suitability for Administrative Advancement

Mr. Moore is available for any assignment and is definitely interested in advancement. In his present position he is making a valuable contribution to the Bureau. I consider him capable of further advancement.

Employee's

Initials DM

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

4-21-58

I certify that I have ~~received~~ the following Government property for official use:  
returned

✓  
Special Transportation Pass #10

FILE

3-M

PER mwk

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

67 - NOT RECORDED

9 MAY 1 1958

Very truly yours,

*Donald E. Moore*  
Donald E. Moore

June 19, 1958

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

My attention has been directed to your inadequate handling of information received on June 17, 1958, concerning alleged improper activities abroad of American citizens. You failed to accurately evaluate all of the aspects of this situation and you did not present for appropriate consideration the question regarding dissemination of the information to other Government agencies. This should have been done.

In the future you will be expected to exercise better judgment and a higher degree of thoroughness in the performance of your duties so that a similar delinquency will not occur.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

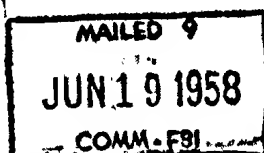
1 - Mr. Belmont (Personal Attention)

1 - Domestic Intelligence Division Personnel File

Based on memo Mr. Belmont to Mr. Boardman 6-18-58 DEM:mn.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Clayton \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐



JUN 19 9 54 AM '58  
REC'D-READING ROOM  
FBI

67-191804-32

JPM

are  
H. P.

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : MR. L. V. BOARDMAN

DATE: June 18, 1958

FROM : MR. A. H. BELMONT

SUBJECT: PHILIPPINE POLITICAL ACTIVITIES  
INTERNAL SECURITY (PHILIPPINE ISLANDS)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

By radiogram dated June 17, 1958, SAC Honolulu forwarded information received from the local commander of an Air Force intelligence service group in Honolulu. This information concerned alleged influence on the part of an American racketeer active in the Philippines on the President of the Philippine Islands, sale of rifles and ammunition to unknown country by U.S. citizen, possible bribery and gambling activities in Philippine Islands, and alleged misconduct of U.S. military personnel and their wives. The Director requested explanations with regard to our handling of this information and why it was not disseminated prior to the morning of June 18, 1958.

The information from the local commander was admittedly incomplete, it was

and the local commander had not furnished information to OSI for fear of precipitate action on their part. Local commander also stressed the need for protecting informant although information from microphone and stated "life of informant" would be worthless if information got back to racketeer or to President Garcia of Philippines. b1

This information was carefully analyzed by the Domestic Intelligence Division and it was our feeling that the Bureau would be in a vulnerable position disseminating partial information received from the local Air Force commander when both

We also were not certain what was

meant about danger to the life of the informant and felt that with the limited information we had, we should not take action which subsequently might permit the Bureau to be accused of endangering the life of some individual, if this is actually the case. In view of these factors, we felt that Honolulu should be advised to inform the local Air Force commander that he should furnish the information to his headquarters in Washington for their decision as to dissemination. It is noted that subsequently on June 17, 1958, Honolulu advised by radiogram that the local Air Force commander was disseminating the information himself through OSI, ONI, and We felt this is the proper way this should have been done in the first place.

DEM:mn

cc - Mr. J. P. Mohr  
Mr. L. V. Boardman  
Mr. A. H. Belmont

(4)

~~SECRET~~

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 05-31-2011

*Handwritten notes:*  
This of Bureau to  
"Info D.F. [unclear]  
Y. A. [unclear]  
J.P. [unclear] 6/19/58

*Handwritten initials:*  
W.H.S.  
J.C.

~~SECRET~~

Belmont to Boardman (6-18-58)  
re: PHILIPPINE POLITICAL ACTIVITIES

RECOMMENDATION:

While the foregoing was our reasoning in connection with the handling of the information from Honolulu, it is now recognized that despite these views, we did have the information in our possession and should have either disseminated the information or immediately called our views to the attention of the Director so he could pass on this question. Instead of doing this, we prepared a memorandum with attached radiogram to Honolulu based on the premise that no dissemination would be made by the Bureau. It is recognized this was improper and in my absence Inspector D. E. Moore made the decision in this matter. In view of the failure of the Division to properly handle this matter, it is recommended that a letter of censure be directed to Moore.

*yes. d.*

ADDENDUM (J. A. Sizoo):

I participated in the decision as to the action to be taken in this matter yesterday, 6/17, acting in the absence of Mr. Boardman. I am also responsible for failure to have action taken on this matter on 6/17/58, and should also be censured.

*jar*  
*hiz*  
*par*

*✓ 2 yes.*

*Certainly in a matter of such decision I should have been consulted before a "do nothing" policy was adopted.*

*X*

~~SECRET~~

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6/9/58

I certify that I have received the following Government property for official use:

~~returned~~  
\*\*\*\*\*

D. C. Official Parking Permit, expires 6-30-59

RETURNED

D. C. Official Parking Permit, expires 6-30-58

FILE

3-M

PER 

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.

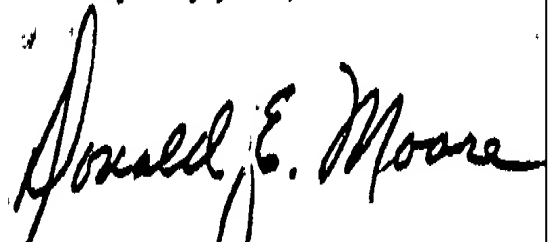
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY

67-NOT RECORDED

9 JUL 10 1958

53

Very truly yours,

  
DONALD E. MOORE

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

MAY 27 1958

I certify that I have received the following Government property for official use:

*returned*

FBI Identification Card #S-02997 ✓

FILE

3-M

PER 

Very truly yours,

**READ**

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

*99*

*0 111 252*

(Written  
Signature)

*Donald E. Moore*

(Typed  
Signature)

Donald E. Moore



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 9/14/58

FROM : H. L. EDWARDS *HL*SUBJECT: EARLY MORNING SPOT CHECK OF  
AGENT SUPERVISORS DOMESTIC  
INTELLIGENCE DIVISION INSPECTION*Domestic Intelligence - Div Insp.*  
(commencing 8 a. m.)

Prior to 9 a. m. 9/12/58, inspection staff made surprise spot check of Domestic Intelligence Division working areas detecting 9 agent supervisors who had already signed in thus indicating their official day had begun but were observed at their desks engaging in activities which appeared to be other than official duties, including: (a) 6 who appeared to be reading newspapers; (b) 1 was reading "U. S. News and World Reports," admittedly not an official assignment; (c) 1 was in process of doing something with some personal correspondence; (d) 1 was devoting attention to FBIRA golf score card representing golf tournament he had participated in preceding afternoon and was not engaged in any official work. A tenth agent supervisor was reading newspaper but section chief confirmed this was an official assignment. An eleventh agent had not yet signed in but was discovered at the desk of one of those who was signed in and on official duty, having gone there to borrow the latter's newspaper to look at the sports section, hence was partially responsible for interrupting the official time of that agent. Separate memoranda submitted on all culpable agents with recommendations for appropriate administrative action. This memorandum covers the responsibility of Assistant Director Belmont, his Front Office Inspectors D. E. Moore and J. A. Sizoo, and Section Chiefs F. J. Baumgardner (Internal Security), J. F. Bland (Subversive Control), R. R. Roach (Liaison), W. A. Branigan (Espionage) and S. B. Donahoe (Nationalities Intelligence), such agent supervisors having been assigned to these sections.

COMMENTS OF ASSISTANT DIRECTOR BELMONT:

Mr. Belmont's individual recommendations on the agent supervisors discovered during the spot check are in their individual memos. It is significant that the most serious action recommended by Mr. Belmont in even the most flagrant case was a letter of censure. Mr. Belmont states he regards regulations of the Bureau as rules to be strictly followed and upon learning of the results of the spot check on the morning of 9/12/58 he held a conference of all supervisors in his division and again made that fact unmistakably clear to them.

*Apparently some of Belmont's supervisors pay no attention to him. H.*  
The Inspector reminded Mr. Belmont that the Director by memo to all Bureau officials 5/19/55 referred to a case of a Special Agent Supervisor who had signed in for

HLE:bak  
(10)

Tolson ☒  
Boardman ☒  
Belmont ☒  
Clegg ☒  
Glavin ☒  
Ladd ☒  
Nichols ☒  
Rosen ☒  
Tracy ☒  
Harbo ☒  
Mohr ☒  
Tele. Room ☒  
Holloman ☒  
Gandy ☒

67-147000-1-14

duty and was observed reading a newspaper which was not one of his assignments and since he was receiving premium pay for overtime his actions were definitely improper. The Director instructed all division heads to insure that all agent personnel were advised of the impropriety of such actions; that any deviation would be dealt with vigorously; and division heads would be held personally accountable for full compliance by all employees assigned under their supervision. Inspector asked Mr. Belmont what action had been taken by him to insure compliance with those instructions. Mr. Belmont stated employees had been advised time and time again of those instructions; that spot checks have been made by the section chiefs in the mornings and evenings, also by the Front Office Inspectors; Mr. Belmont stated he had personally made spot checks although he was "frank to say that these have been in the evening rather than before 9 o'clock in the morning."

#### SURVEY BY INSPECTOR TO DETERMINE EXTENT OF DIVISION SPOT CHECKS:

Examination of Domestic Intelligence Division sign-in registers for 2-week period 8/25 through 9/5/58 reflected agent supervisors in Domestic Intelligence Division signed in before 8 a. m. 69% of the time.

Review of registers for past six months reflects Assistant Director Belmont, Front Office Supervisor Cleveland and Number One Man Inspector Sizoo, as well as Section Chief Bland did not sign in on any occasion during the six months prior to 8 a. m. Section Chiefs Roach and Donahoe signed in only once prior to 8 a. m. in this period; Section Chief Branigan and Inspector Moore signed in only twice before 8 a. m.; and Section Chiefs W. C. Sullivan and F. D. Baumgardner signed in only 4 and 7 times, respectively, before 8 a. m. Obviously, if the past six months period can be considered as representative then any checking done by Assistant Director, Inspectors or Section Chiefs has in the main been confined to a period after 8 a. m. Certainly where the pattern of overtime of the agent supervisors in the division shows that a majority of their sign-in time is prior to 8 a. m. the key executives in the division have not been alert to their obvious responsibility of spot checking during those earlier times to insure that the overtime for which these agent supervisors are claiming credit is productive and not being abused. The abuses discovered during the spot check of 9/12/58 (and it should be noted that this was during a current inspection of the division) would reasonably permit the inference that the practice is not uncommon. Certainly a serious question arises as to how much of the overtime of the agent supervisors in the Domestic Intelligence Division is productive and as to how many agent supervisory personnel could be released without necessitating the productive overtime increasing beyond what the record overtime is at present.

*I think this is an understatement. I believe this practice of claiming phantom overtime has become a custom rather than the exception.*

RECOMMENDATIONS:

1. That Assistant Director Belmont be severely censured and placed on probation pending the completion of the divisional inspection at which time action against him will be re-evaluated in the light of the complete inspection findings; such action is to be based upon Mr. Belmont's obvious failure to keep alert to the possibility of abuses such as were discovered, to insure adequate spot checks are being made and further because of Mr. Belmont's palliating recommendations against the culpable agents in this instance. (In making this recommendation the Inspector realizes that the Director has recently indicated that there is to be no more probation on divisional heads but it is felt the "interim probation" in this instance is justified.)

*Wideman*  
*Jarvis*  
*9/11/5* *V.* *I concur.*  
*A.*

2. That Inspectors Sizoo and Moore be severely censured and placed on probation for their failure to insure through appropriate spot checks that the abuses discovered were prevented.

*Jarvis*  
*9/11/5* *V.* *I concur.*  
*A.*

3. That Section Chiefs Baumgardner, Bland, Branigan, Donahoe and Roach in whose sections were discovered these abuses, be severely censured and placed on probation for their failure to be alert to this and to have prevented same by regular sufficiently frequent spot checks.

*Wideman*  
*Jarvis*  
*9/11/5* *V.* *I concur.*  
*A.*

-3- (OVER)

*over*  
*I am considering above "interim probation" & intend to take final action when Divisional inspection is completed.*

Memorandum  
9-26-58  
JAS:LT

4. That Assistant Director Belmont be instructed to immediately arrange for an adequate sufficiently frequent and regular system of spot checks, both morning and evening, to insure that all personnel on duty are engaging in essential productive work; that such a schedule be presented for prior Bureau approval; that the Training and Inspection Division have responsibility for making appropriate spot checks to insure it is being carried out.

Jagme  
JPM  
9/15

✓

W. Edwards

I concur.  
H.

A separate memorandum is being submitted covering the subject of "pattern of overtime" both in the field and Seat of Government, and appropriate corrective measures including an SAC Letter and instructions for the inspection staff will be submitted.

JPM  
9/15

✓

W. Edwards

This sort of thing  
could endanger  
the "fringe-benefits"  
program -

9-15

Large. It  
is a shame-  
ful condition  
very which  
could greatly  
embarrass the  
FBI but Bel-  
mont & his  
counterparts  
have to realize  
it. N. CP

TO : Mr. Mohr

Copy #146  
9/9/58

FROM : W. S. Tavel

SUBJECT: VISITS OF ASSISTANT DIRECTORS  
AND NUMBER ONE MEN  
TO THE NEW YORK OFFICE

*D. E. Moore*

By letter September 5, 1958, SAC Foster at New York suggested that each of the Bureau's Assistant Director's and their Number One Men visit the New York Office in the very near future at which time they would be given a complete briefing on the operation of the office in order to further integrate the activities of the office with those of the Bureau. He estimated that such a briefing would require six to seven hours. The Director approved this suggestion.

The following is a schedule for the various Assistant Directors and Number One Men:

9/15/58	Q. Tamm N. P. Callahan
9/16/58	A. H. Belmont J. A. Sizoo
9/19/58	A. Rosen C. A. Evans
9/22/58	G. A. Nease
9/25/58	J. J. McGuire I. W. Conrad
9/26/58	J. R. Malley
10/3/58	D. J. Parsons J. P. Mohr

Since the Identification Division has relatively little direct concern with the functioning and operation of the New York Office, it is not felt that it is necessary for Assistant Director Trotter or his Number One Man, Mr. A. K. Bowles, to go to New York for this briefing. Furthermore, it is not felt that Mr. Malone, the Number One Man of the Training and Inspection Division, need be scheduled for such a briefing.

Memo to Mr. Belmont  
Mr. Callahan etc.

WST:akc  
(2)

& airtel to NY 9-10-58  
WST/akc

- 1 - Original filed in 67-37651-379

3 OCT 9 1958

Memo to Mr. Mohr  
Re: Visits of Assistant Directors  
and Number One Men to New York Office.

since he completed an inspection of the New York Office very recently. Mr. Belmont states that he does not feel that it is necessary for Mr. D. E. Moore, who is one of his Number One Men, to go to New York since Moore served as ASAC of that office up until October, 1956.

RECOMMENDATIONS:

(1) That the above schedule be approved. If approved, the Assistant Directors and the Number One Men who are to go will be notified as well as the New York Office.

I agree JPM 9/9  
OK H

(2) That approval be given for Assistant Director C. L. Trotter and Number One Men, A. K. Bowles, J. F. Malone, and D. E. Moore not be scheduled to go to New York at this time.

I agree JPM 9/9  
O.K. H

September 16, 1958

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

On the morning of September 12, 1958, a number of Special Agent Supervisors assigned to the Domestic Intelligence Division were discovered engaging in activities which were completely inconsistent with the fact that they had indicated on attendance registers that they had begun their official duties. This situation which was uncovered by the inspection staff was intolerable and clearly indicates to me a lack of proper supervision on the part of you and your associates on the administrative staff of the Domestic Intelligence Division. Proper checks by you would have revealed any improprieties and prevented their recurrence. Your failure in this regard is completely inexcusable.

Because of this serious dereliction on your part you are being placed on probation. This action, however, is interim in nature and I intend to reserve my decision as to final action to be taken in your case until the results of the completed inspection have been furnished me.

- JIC:pmd (8) *mmd*
- 1 - Mr. Tamm (Inspector)
  - 1 - Movement
  - 1 - Personnel Actions
  - 1 - ECG Domestic Intelligence Division Personnel File

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

- 1 - Mr. Belmont (Personal Attention)

NOTE: Mr. Moore should be closely supervised and at the expiration of 90 days a special performance rating report concerning him should be submitted together with a recommendation as to his removal from probation.

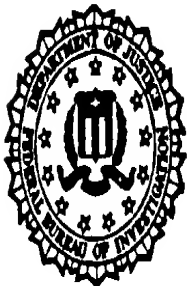
Based on memo Edwards to Mohr 9-14-58 HLE:bak.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SEP 24 1958

MAIL ROOM ☐ TELETYPE UNIT ☐

26 12 2 10 64 28



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA

DONALD E. MOORE  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
MRS. DONALD E. MOORE	WIFE	10/7/58
Address		
505 CROWN VIEW DR., ALEXANDRIA, VA.		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
SAME AS ABOVE		
Address		
NOT RECORDED		
OCT 13 1958		

OCT 13 1958

Very truly yours,

*Donald E. Moore*  
Special Agent



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 10/24/58

FROM : A. H. Belmont

SUBJECT: RELIEF SUPERVISORS,  
FRONT OFFICE,  
DOMESTIC INTELLIGENCE DIVISION

Mr. Tolson \_\_\_\_\_  
Mr. Boardman \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Parsons \_\_\_\_\_  
Mr. Rees \_\_\_\_\_  
Mr. Tamm \_\_\_\_\_  
Mr. Trotter \_\_\_\_\_  
Mr. W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

In his memorandum of 10/10/58, Inspector Edwards recommended that this Division obtain prior approval for relief supervisors to be used in the front office, with the understanding that the use of relief men would be kept to a minimum. In keeping with this recommendation, approval is requested for the following:

## 1. DESK OF ASSISTANT DIRECTOR.

In the absence of Assistant Director Belmont, Inspector J. A. Sizoo will take over the desk.

In Sizoo's absence, Inspector D. E. Moore will handle it.

## 2. DESK OF BRANCH CHIEF, INTERNAL SECURITY-LIAISON BRANCH.

In the absence of Inspector Sizoo, it is recommended that Section Chief F. J. Baumgardner of the Internal Security Section, handle this desk.

If Baumgardner is not available, Section Chief J. F. Bland of the Subversive Control Section is recommended.

These two Section Chiefs supervise investigative operations which comprise the bulk of the material emanating from the Internal Security-Liaison Branch.

## 3. DESK OF BRANCH CHIEF, ESPIONAGE-CENTRAL RESEARCH BRANCH.

In the absence of Inspector Moore it is recommended that Section Chief W. A. Branigan of the Espionage Section take over.

If Branigan is not available, it is recommended that Section Chief S. B. Donahoe, of the Nationalities Intelligence Section, handle this desk.

These two Section Chiefs supervise investigative operations which comprise the bulk of the material emanating from this branch.

If you approve, the above will be put into effect.

RECEIVED  
AHB:CSH (4)cc Mr. Belmont  
Mr. Sizoo  
Mr. Moore

RECORDED - 149

67-149000-2470	
Searched	Numbered
7 NOV 17 1958	

THREE

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 10/8/58

FROM : H. L. EDWARDS *HL*

SUBJECT: DOMESTIC INTELLIGENCE DIVISION/INSPECTION  
Abolishment of Position Occupied by Supervisor  
William V. Cleveland in Division Front Office

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

## DETAILED MEMO (See separate synopsis)

During the current Domestic Intelligence Division Inspection, a careful analysis was made by the Inspector of the necessity for the Special Agent Supervisory position in Mr. Belmont's Front Office which has been in existence since 10/23/51 and occupied by Special Agent William V. Cleveland, GS 15. The Inspector's findings were furnished in an administrative memorandum (attached) to Mr. Belmont in which the Inspector recommended the abolishment of this position as being no longer justified in the light of the findings and as not being in the best interests of the present emphasis on tightening up, maximum economy and streamlining. Mr. Belmont took no issue with the Inspector's findings of fact but he disagreed with the abolishment of the position contending that Mr. Cleveland "is acting as a screen for Belmont and, in effect, is Belmont's alter ego on matters handled by him." (Belmont here is referring primarily to the fact that Cleveland spends 60 to 70% of his time processing signature mail from the various sections of the Domestic Intelligence Division, of which quantity he clears approximately 69% directly to the Reading Room and Mail Room which means such mail thus receives final approval for leaving the Bureau without any subsequent review and the Inspector made the observation that if Cleveland can do this when he does not have any supervisory responsibility over any of the 6 sections in the Domestic Intelligence Division, it would appear logical that such mail could have been cleared at the Section Chief level without even coming to the Front Office.) It is to be noted that Cleveland is not a #1 Man to Mr. Belmont. Mr. Belmont has in his Front Office 2 GS-16 Inspectors (Inspector J. A. Sizoo who is the #1 Man and is in charge of the Internal Security - Liaison Branch comprising 3 sections (Internal Security, Subversive Control and Liaison); and Inspector D. E. Moore who is in charge of the Espionage - Central Research Branch also comprising 3 sections (Espionage, Nationalities Intelligence and Central Research)). The purpose of this memorandum is to summarize the Inspector's analysis of the duties performed by Mr. Cleveland, also to set forth Mr. Belmont's observations and to present this matter for final decision by the Bureau.

## BACKGROUND:

Mr. Cleveland's position was established by memorandum from Mr. Tolson to the Director 10/23/51 in which the Director approved Mr. Cleveland "as #1 Man to Mr. Belmont to act in the same capacity as Special Agent Supervisor George Scatterday in Mr. Ladd's Office." Mr. Scatterday at that time was primarily a reviewer of mail

HLE:jhl

(6)

Enclosures

**Memo H. L. Edwards to Mr. Mohr**  
**Re: Domestic Intelligence Division Inspection**

whose position was abolished in July, 1958, by the Director when he abolished Mr. Boardman's Office (Mr. Scatterday, who was in GS 15, was reassigned to the Domestic Intelligence Division and has just recently been approved by the Director, as result of the Inspector's recommendation, to serve as Section Chief of the newly established Name Check Section in the Domestic Intelligence Division which resulted from the consolidation of the Special Memo Unit formerly under the Liaison Section of the Domestic Intelligence Division and the Name Check Unit of the Investigative Division). It was never intended that Mr. Cleveland would be a #1 Man to the Assistant Director in the sense of acting in his absence and to avoid any confusion, the organizational chart (attached) shows Mr. Cleveland as "Supervisor" and subordinate to the 2 GS-16 Inspectors in Mr. Belmont's Front Office. As the Inspector's findings indicate, however, by the duties and responsibilities which Mr. Cleveland is performing in processing outgoing signature mail, screening incoming nonsignature mail and coordinating other matters for the Assistant Director, he is, in effect, discharging a function which more properly should be handled by the 2 GS-16 Inspectors to the extent that such activities cannot be placed upon the Section Chiefs, or in some cases on the GS-7, GS-8 and GS-9 Front Office secretarial personnel.

**DUTIES OF SUPERVISOR CLEVELAND:**

Mr. Cleveland's duties are as follows:

A. Reviewing and processing outgoing signature (i. e., dictated) mail. This accounts for 60 to 70% of his time. He averages 85 pieces of mail daily, of which he gives final approval to 59 pieces (69%) sending them to the Reading Room or Mail Room for final clearance from Bureau. Of the remaining 26 pieces daily, he initials 19 pieces to Branch Chiefs Sizoo and Moore for their further divisional review and approval; and the remaining 6 pieces to Mr. Belmont for his further review and initialing (during the 8-day period of the mail count, Mr. Cleveland initialed 4 pieces or an average of 1/2 piece per day directly to Mr. Tolson's Office).

B. Reviewing, screening, and/or processing daily incoming nonsignature (i. e., mail on which action has already been taken or remains to be taken) mail. This requires from 30 to 40% of his normal day. Based on a mail count, Mr. Cleveland screens approximately 219 pieces of incoming mail daily (representing 75% of the daily total for the Front Office). He either takes final action on the mail such as initialing same for file or he routes it to the Assistant Director, Inspectors Sizoo or Moore, or the Section Chiefs and their further review and/or action. The incoming nonsignature mail, which first comes to the Front Office, includes 9 categories of mail which the Routing Unit of the Records Branch is instructed to send to the Front Office in addition

**Memo H. L. Edwards to Mr. Mohr**  
**Re: Domestic Intelligence Division Inspection**

to memoranda coming back to the division for final initialing after all action has been taken, interdivisional items (e.g., ticklers of memos prepared in other divisions and sent to the Domestic Intelligence Division for information, etc.), magazines, newspaper clippings, other periodicals, certain mail checked to the Assistant Director by the Director or Mr. Tolson, etc.

C. The remainder of Mr. Cleveland's duties (not exceeding from 5 to 10% of his time) consists of the following: (1) Relief on Branch Chief Moore's desk; (2) Handling telephone calls from the field in the absence of Front Office officials or when the volume is heavy, also telephone inquiries from other divisions, such as those from Training and Inspection Division regarding In-Service curriculum, press inquiries concerning security matters and miscellaneous administrative matters; (3) Discussing matters before conferences of Section Chiefs held by Mr. Belmont, (These are for the purpose of refreshing Section Chiefs on something which should be done or giving them uniform instructions on matters. Inspectors Sizoo and Moore also bring such matters up but Cleveland states he feels Mr. Belmont gives him the bulk of these assignments for the Front Office rather than having them handled by #1 Man Sizoo or Inspector Moore); (4) Indoctrination of Night Agent Supervisors, (the Front Office of the Division has an Agent Supervisor serving on a 2-week rotating basis on the 4:00 p.m. to Midnight shift and Mr. Cleveland sees that the manual for their guidance is kept up to date and adequate); (5) Miscellaneous duties including coordinating reports for inclusion in monthly accomplishment report to the Attorney General, coordinating budget material for the division, conducting miscellaneous surveys for the division concerning steno production, space, and monthly surveys of Bureau procedures under the Executive Order pertaining to classification of documents (EO Number 10501); coordination of the weekly, monthly and other error programs concerned with errors in outgoing mail; following items for the division which are on the Director's tickler list and coordinating contacts with Mr. Holloman regarding same; administering the Great Plaza parking space assignments which is negligible and pertains to keeping track of such parking spaces allocated to the division and reassigning them in case of transfer or separation of the incumbent.

#### **FINDINGS AND OBSERVATIONS OF THE INSPECTOR:**

It will be seen that Mr. Cleveland's duties are, in effect, a service for the Front Office of the division. The 69% of the outgoing signature mail which he gives final clearance to need not be reviewed further by Inspectors Moore, #1 Man Sizoo or Assistant Director Belmont. The remaining 31% which he decides should receive further review by one of these 3 officials receives the benefit of a prior review and initialing by Mr. Cleveland. Since this function alone takes from 60 to 70% of Mr. Cleveland's working day, it should be thoroughly justified as being absolutely essential to the efficient functioning of the division. To the contrary, the Inspector feels that it cannot be justified

**Memo to Mr. Mohr from H. L. Edwards**  
**Re: Domestic Intelligence Division Inspection**

as essential. If this mail is important enough to come to the Front Office in the first place, the Inspector feels it should have the benefit of a review by one of the 2 GS-16 Inspectors who have supervisory responsibility over the sections which prepared the mail, or by the Assistant Director, depending on the importance of it. Since the bulk of this mail (69% or 59 pieces per day) is cleared to the Reading Room or Mail Room, it could, for the most part, be cut off at the Section Chief level. Section Chiefs are in Grade GS-15 (same grade as Mr. Cleveland) and in the interests of streamlining, keeping the Front Office from being bogged down by unnecessary nonpolicy mail, and placing responsibility for insuring the completeness and correctness of this mail on the Section Chief where it properly belongs, it is felt the division should require the Section Chiefs to assume this responsibility. This would relieve Inspectors Sizoo and Moore and Mr. Belmont of a bulk of detail with the understanding that they should make regular spot checks at sufficiently frequent intervals to insure Section Chiefs are properly discharging this responsibility (Mr. Belmont states that the bulk of the mail at present is cut off at the Section level and the 85 pieces which daily come to his office for Cleveland's review comprise items required by Bureau rules to go through Mr. Tolson's Office or items which are believed to require scrutiny above the level of the Section Chief, which latter function Mr. Cleveland performs by applying broad Bureau policy and thus handling them uniformly and coordinating the mail on a division basis. Once mail has left the Bureau, it would be too late to stop the action or to change it).

Mr. Cleveland's duties in screening and processing the nonsignature mail make up practically the remainder of his regular working day and take from 30 to 40% of his time. The Inspector concedes incoming nonsignature mail serves an initial purpose in helping the Front Office keep informed and thereby aids the executive direction and control of the operating sections; however, the volume of such incoming action mail should be kept to a minimum in order to avoid any delays or circuitous routing in having such mail promptly reach the sections where the action must be taken. Here again, the Inspector feels Section Chiefs should be required, wherever possible, to assume primary responsibility for screening the bulk of incoming mail for their respective sections and determining those items which warrant immediate notification to someone in the Front Office or higher up. If the Front Office relieves them of this responsibility by first reviewing and screening the mail, such action, in effect, serves as a "crutch" to the Section Chief and would result in failing to place primary responsibility where it properly belongs and at the same time would tend to bog down the Front Office with unnecessary detail. Even if some of the incoming mail should first go to the Front Office, there is no reason why it could not be screened by one of the GS-7, GS-8 or GS-9 secretaries to the Inspectors and Assistant Director. The secretary could immediately send to the Section Chiefs mail for action where no reason exists for the Front Office official to review it; see that the proper Front Office official promptly receives that which should be first seen by him; and the remainder which needs no action except initialing for the file, could be cleared out of the division by the secretary. This is certainly a function which is performed by such personnel in the office of the Director and Associate Director and the grades of such secretaries require that they regularly



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**Re: Domestic Intelligence Division Inspection**

assume the responsibilities of at least this level, and extensive experience and close-working relationship with the Front Office officials should provide ample guarantee of their competence to relieve the higher grade officials of this mail screening responsibility. (Mr. Belmont feels the division would sustain a "loss of direction and control" if some of the incoming mail categories were sent directly to the Section Chiefs. He states the Front Office has a more current and wide-spread knowledge of Bureau problems as a whole than the Section Chiefs; that the Front Office can give direction and guidance by first seeing potentially delicate matters rather than waiting for a problem to be called to its attention by the Section Chief; that having Front Office secretaries screen memoranda which come back for final initialing, as well as interdivisional items, would deprive the Front Office officials from knowing whether the action has been approved, whether there has been any change in the action, which items in the memorandum are considered of more significance than others and whether the memorandum is being routed to all sections having an interest. He feels this is a supervisory rather than a clerical function to handle such. The only items he concedes could be screened by the GS-7, GS-8 and GS-9 secretaries are magazines and periodicals (which merely need to be checked, for the most part, to Inspector Sullivan's Section for review.)

Concerning the remainder of Mr. Cleveland's duties (at the most 5 to 10%), the Inspector feels these could and should, for the most part, be handled by #1 Man Sizoo, Inspector Moore, or one of the Front Office high-grade secretaries. The only exception would be the necessity of an approved relief supervisor for the desks of Inspectors Moore and Sizoo, which Inspector Edwards feels should be handled by someone from one of the operating sections as a part of executive training and advancement for the Section Chiefs and that the division should obtain prior approval for a regular "chain of command" to insure selecting the best qualified and most logical man for this assignment; provided, however, that the use of relief men in the Front Office should be kept to a minimum and, wherever possible, temporary absences should be absorbed by remaining personnel. (Mr. Belmont agrees that relief men should be called to the Front Office only when absolutely necessary. He is reluctant to take a Section Chief off his operational desk except where necessary. He feels Mr. Cleveland is the best qualified relief because of his broad knowledge of division policy and can best relieve Moore because he works in the same office, which he feels keeps him in close contact with the activities of the 3 sections Moore supervises.) Mr. Belmont agrees the incoming telephone calls from the field should be handled by himself or the 2 Front Office Inspectors and claims Cleveland takes them only when it is not possible for the other 3 Front Office officials to do so. He sees no problem in following the Inspector's suggestion to have the #1 Man bring up divisional problems at the Section Chiefs' Conference, as well as having him assume responsibility for indoctrinating the Night Agent Supervisor. Concerning the remaining miscellaneous duties, Mr. Belmont states the clerical portion of these is now being performed by the Front Office secretaries and Cleveland only does what the Assistant Director would otherwise have to do. The Inspector feels that the #1 Man to

Memo H. L. Edwards to Mr. Mohr  
Re: Domestic Intelligence Division Inspection

Mr. Belmont rather than Mr. Cleveland should act for Mr. Belmont on these division-wide coordinating matters.

### CONCLUSION:

There is no question concerning the fact that Mr. Cleveland has been fully occupied and has been performing in a completely satisfactory manner evidencing an excellent attitude. The sole issue is one of logical, proper administrative organization plus streamlining and economy. From these standpoints the facts clearly indicate that Mr. Cleveland's position is decidedly <sup>un</sup>orthodox in the administrative structure because he has no assigned supervisory responsibility for any of the 6 sections in the Domestic Intelligence Division. He is subordinate in the chain of command to Inspectors Sizoo and Moore yet performs the bulk of the Front Office review and approval of outgoing signature mail emanating from all except the Liaison Section (Liaison mail is handled by Inspector Sizoo without going through Cleveland which Mr. Belmont states is because most of it must go through the Branch Chief as well as the Assistant Director, hence the screening by Cleveland is not deemed necessary). He performs the same function on the incoming action mail which has been or is to be handled by the operating sections. His miscellaneous duties are of a coordinating nature for the entire division, which one would logically expect would be the responsibility of the Assistant Director's #1 Man. In the interest of economy and in the extremely important interest of placing primary responsibility where it properly belongs, the Inspector feels that Mr. Cleveland's position should be abolished in the divisional Front Office. If this is approved, the division should make an analysis of the signature mail and submit recommendations for having as much of that cleared at the Section Chief level as possible, the yardstick being whether the Front Office can justify for some essential reason that all mail received by it must be reviewed beyond the level of the Section Chief. A similar analysis should be made of the incoming nonsignature mail to insure that as much of that, as possible, is sent directly to the Section Chief so as to get it as promptly as possible to the place where action need be taken; the remainder which the Front Office justifies continuing to receive, should be initially screened by the Front Office secretaries.

Should the abolishment of Mr. Cleveland's position be approved, the division will not lose the benefit of his broad experience and administrative abilities because there is a vacancy in the position of #1 Man to Section Chief Ralph Roach of the Liaison Section caused by the recent transfer of Norman Philcox to Paris. Philcox was in GS 14. The Inspector feels that Cleveland should remain in GS 15 and this would be justified because he would be able to not only serve as #1 Man to the Section Chief but concentrate on guiding and directing the Foreign Liaison operations which has responsibility for all of the Bureau's 10 foreign offices. Such would materially strengthen the Seat of Government control and administration over these 10 offices which need strong

Memo H. L. Edwards to Mr. Mohr  
Re: Domestic Intelligence Division Inspection

Administrative guidance in view of the unique problems and the remoteness of the offices from headquarters.

RECOMMENDATIONS:

See cover memo.

PERMANENT BRIEF OF PERSONNEL FILE OF WILLIAM V. CLEVELAND ATTACHED.



November 12, 1958

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

NOV 12 7 05 PM '58  
REC'D-READING ROOM  
F B I

Dear Mr. Moore:

As Chief of the Espionage - Central Research Branch of the Domestic Intelligence Division I consider you inexcusably at fault for many of the weaknesses disclosed by the Inspector, particularly in the Espionage Section. During the inspection you had the various findings brought to your attention and were given the opportunity to submit your answers. I agree with the Inspector that these weaknesses present vivid examples of the harmful consequences of your failure to conduct proper penetrative spot checks and adequately implement other essential administrative devices and controls.

The fact that this was a situation common to the Division does not relieve you. In your capacity as one of the two Front Office Inspectors and Branch Chiefs you bear a substantial share of the responsibility for seeing that essential stress is placed on the administrative, as well as the technical management. The Espionage Section is too important and its expected potential too great to permit risking harm, embarrassment, and falling short of maximum accomplishments through any soft supervision or not being constantly close to all phases of its operations.

Accordingly, you are being continued on probation. It will be incumbent upon you to prove beyond any doubt that you can vigorously apply the corrective measures instituted during the inspection and administer your Branch and your other divisional responsibilities so as to guarantee the complete elimination of weaknesses and secure the results so vital for the Bureau to meet its responsibilities.

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COMM-FBI

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

HLE:pmc (8)  
1 - Miss Usilton  
1 - Movement  
1 - Personnel Actions  
1 - Domestic Intelligence Division  
Personnel File

Very truly yours,  
J. Edgar Hoover

Based on memo Edwards to Mohr  
John Edgar Hoover 11/11/58 HLE:jlj  
Director

1 - Mr. Belmont (Personal Attention) (See Note on page 2)

**Mr. Donald E. Moore**  
**Washington, D. C.**

**NOTE: Mr. Moore should be supervised closely. In 90 days submit a special performance rating report concerning him, together with an appropriate recommendation regarding his removal from probation.**

Copy #143  
11/11/58

TO: MR. MOHR

FROM: H. L. EDWARDS

SUBJECT: DOMESTIC INTELLIGENCE DIVISION INSPECTION  
INSPECTOR H. L. EDWARDS  
JULY 23 - OCTOBER 31, 1958

D. E. Moore

SYNOPSIS SUMMARY (DETAILED SUMMARY ATTACHED)

OFFICIALS: A. H. Belmont, Assistant Director since 9/30/51 (previously Inspector in Charge of Division from 2/27/50); Inspector J. A. Sizoo, No. 1 Man and Branch Chief (Internal Security - Liaison Branch) since 9/15/53; Inspector D. E. Moore, Branch Chief (Espionage - Central Research Branch) since 10/14/56. All on "interim probation" since 9/16/58 for "newspaper reading" and similar abuses discovered in early morning check.

LAST GENERAL INSPECTION: 9/6 - 27/56; former Inspector W. H. Buys

BACKGROUND: In addition to complete Division inspection, Director instructed Inspector to (1) analyze complete setup re technical surveillances in division to insure all productive and properly administered; (2) emphasize reducing agent personnel, economy and streamlining; (3) check whether Division derelict in not earlier detecting weaknesses of former Madrid Legat Joseph E. Presley who was transferred to Havana (a larger office) 1/23/58 but demoted and removed to domestic field for unfitness July, 1958.

FINDINGS

PHYSICAL CONDITION AND MAINTENANCE . . . . . GOOD

Division submitted 90 requests for repairs, equipment, etc., within two-week period before inspection (18 involving no Bureau cost, 72 requiring Bureau expenditures) indicating Division should stress essential housekeeping on regular rather than sporadic basis. Several requests should have been deferred for economy reasons. Espionage Section unnecessarily requested two fireproof safe cabinets (cost over \$200 each) when similar equipment already available in same section; corrective centralized division control instituted to insure future screening of requisitions for nonexp-endable equipment and memos declaring nonexp-endable equipment surplus. Security check revealed "top secret" manual in unlocked drawer of locked desk of Espionage Section Chief Branigan. Corrected by keeping classified material in more secure place and repairing defective desk lock. Other material found which by nature should be secured although not classified. Mainly due to reduction in personnel and consolidating two steno pools Inspector arranged complete space

Enclosures  
HLE:jlj (6)

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realignment giving each of six sections in Justice Building contiguous space eliminating undesirable condition of widely separated units on several floors and personnel at far corners of building.

**II. INVESTIGATIVE OPERATIONS . . . . . VERY GOOD**

Current Division case load 16, 423 or 28% of Bureau total. Since last inspection (8/31/58) total pending investigative matters in Security field declined 11%, major factor being 26% decline in "100" classification (Security Matter - Communist). Some important classifications increased. (Espionage, from 384 to 551 or 43%; Internal Security-Nationalistic Tendency, from 3,291 to 4,515 or 37%). Delinquency in Security cases 9/30/58 was 8.5% comparing favorably with over-all Bureau delinquency 7.2%. Division holds tight control over delinquency. Communist Party (CP, USA) membership declined past fiscal year from 11,504 to 8,150. Case load decline not due to lessening security threat but to factionalism in Party causing withdrawal from active membership, less active participation in organizations and front groups, tenor of recent court decisions, rising tide of public apathy and complacency, legislation, propaganda, etc. Bulk of Division's work arises from numerous programs which with exception of certain administrative weaknesses (reported later) were determined essential and properly handled. During inspection several new programs initiated by Division and others intensified or redirected to meet current challenges.

Division has firmly established Bureau's pre-eminence in domestic intelligence field. Programs and field conferences have achieved excellent Seat of Government and Field teamwork in security matters. Many noteworthy accomplishments since last inspection. Examples: (1) Intensification Program identified 112 intelligence agents and enabled 19 selected agents to be placed in contact with Soviets; (2) double agents increased 57% (23 to 36); (3) investigations identified 50 foreign agents past year (43 in U. S.); Security informants increased from 948 to 1017, of whom 408 (all time high) members of CP; (4) sensational information secured this year from top-level CP informants re future of CP, USA, and Soviet financial aid to and interest therein; Bureau penetrated national Party financial structure, obtained identities and amounts re Party's "financial angels"; (5) technical surveillances enabled Bureau to disseminate to White House, State, our UN delegation, and other interested agencies valuable advance intelligence during Middle East and other recent crises. Numerous other accomplishments outlined in attached detailed summary.

**CONCLUSIONS RE INVESTIGATIVE OPERATIONS:** Despite significant accomplishments, cannot rate investigative operations higher than "very good." Division cannot escape fact that incidents arose necessitating personal action of Director and Mr. Tolson such as initiating evaluations Division should have made; alerting Division to need for examining procedures, planning, streamlining, reducing

personnel. Inspection revealed administrative weaknesses (now corrected - see below) which should guarantee significant strengthening of investigative operations and help achieve maximum potential in security matters.

### III. ADMINISTRATIVE OPERATIONS . . . . . UNSATISFACTORY

Major division weaknesses were administrative. Agent manpower reduced during inspection from 148 to 128 (drop of 20 agents or approximately 14%). Division did not initiate realistic reduction before inspection despite Director's repeated urgings and emphasis on "Spartan" economy.

Inspector made many substantial changes to streamline, tighten administrative control and promote efficiency: (1) Name Check work removed from Investigative Division, combined with Special Memo Unit from Liaison Section and made into Name Check Section in Domestic Intelligence Division under Section Chief George Scatterday; all placed in Identification Building close to Bureau's administrative files. (2) Racial Matters Unit removed from Internal Security Section and consolidated with Civil Rights Unit of Investigative Division, eliminating previous duplication of effort and pre-existing danger of essential action not being taken when dual interest and supervision existed. (3) Director approved abolishing GS-15 position of Supervisor W. V. Cleveland in Mr. Belmont's front office who spent almost full time screening and processing incoming and outgoing mail. Position nonessential as functions should have been handled by Branch and Section Chiefs and front office secretaries thus eliminating unnecessary routing and facilitating faster handling of mail. Cleveland transferred as No. 1 Man to Liaison Section Chief Roach which will strengthen administrative direction and control of foreign offices. (4) Survey showed need to reduce volume of outgoing mail reaching Mr. Tolson's Office after deadline. Corrected. (5) Several weaknesses noted in supervisory structure in Sections (e. g. using men for relief on No. 1 Man's and Section Chief's desks who were not next in logical chain of command; Espionage Section was improperly using a "floating" relief man as a training position for inexperienced supervisors on important Espionage desks; confusion existed in Liaison Section re duties of Supervisor in Charge resulting in "no man's land" and other weaknesses; Subversive Control Section had excessive administrative "overhead" 1/5 of 29-man Staff.) All weaknesses corrected. (6) Mr. Belmont and staff not maintaining adequate closeness to operations evidenced by surprise morning check of space which disclosed newspaper reading, performance of personal business, and coffee drinking. Other failures found such as (a) lack of spot check of work on individual desks, case reviews with agents, check of ticklers, etc. (b) Division lacked uniform essential policy for periodic formal analysis and evaluation of programs. (c) case supervisors tended to repeatedly send field follow-up (o-1 forms) without taking positive action to prevent recurrence. All corrected by strong specific division instructions.

remote control (resulted in administering foreign liaison from his front office); looked at mail and reports on daily basis but failed to probe and evaluate actual operations. Moynihan had primary responsibility for Madrid desk from August, 1955, to July, 1958; cited Presley for individual weaknesses but failed to "follow through." He advised Messrs. Philcox, Roach, Sizoo, and Belmont of general instances and suspicions of Presley's failings but no one initiated complete evaluation. Philcox shares blame as No. 1 Man to Roach. Section relied on Madrid Inspection reports in evaluating Presley, yet Inspector Teague relied on erroneous assumption that SOG had evaluated many items of Presley's performance, (another instance of a "no man's land"). Branch Chief Sizoo and Assistant Director Belmont culpable, but not to extent of Roach. They properly delegated primary responsibility to Roach as Section Chief but inadequately checked compliance. Recommendations for administrative action at end.

Other minor administrative weaknesses in Roach's section corrected by Inspector to strengthen Domestic Liaison and Defense Plans.

Miscellaneous administrative weaknesses developed; all corrected. Most minor; some division-wide, others confined to one or more sections. Included duplicating newspaper clipping functions; excessive errors in daily overtime computation by agents in Espionage Section caused by carelessness; lack of uniform use made in Division of desirable form designed to help supervisors follow sick leave without burdensome records; low Division stenographic and typing production (2.1 pages per hour versus 2.5 for SOG); 6 form and 6 substantive errors out of 203 cases reviewed (3% each type - substantive errors high, form errors low); several cases where constructive suggestions made; minor delinquencies in programs dealing with ticklers, policy folders, manual provisions, condition of files, deadlines, review of cases, and extent of investigation. Inspector suggested and Division agreed to form a Division Streamlining Committee to assist as needed in analyzing matters affecting more than one section. Inspector analyzed present administration of Emergency Detention Program (EDP) including Security Index and proposed several steps to strengthen same. To be separately presented to Executives Conference in view of technical aspects.

#### IV. PERSONNEL MATTERS. . . . . UNSATISFACTORY

Upon initiating inspection justification requested for existing personnel and after analysis Division agreed to reduce agents from 148 to 132. Inspection effected reduction of 7 to 125, but adjusted final figure to 128 after Division picked up net gain of 3 agents by receiving Name Check work from Investigative Division and losing Racial Matters Unit. Thus over-all reduction effected of 20 agents (14%). Agent staff now adequate guaranteeing full but not excessive assignments. Daily agent overtime average in Division compares favorably with SOG. (September: Division - 2' 25"; SOG - 2' 35"). All sections reflect substantial equality in overtime average

except Central Research Section (21 54"); agent reduction in Division shared by all sections except Central Research where work load justified retaining present personnel. Division clerical personnel had gross reduction during inspection from 161 to 145 (about 10%), however, receipt of Name Check function added 29 clerks making total assigned 174. \*Three justified clerical vacancies exist. Salary savings about \$275,000 annually at SOG.

Morale now very good. Temporarily upset by "newspaper reading" incident and ensuing gossip which distorted spirit and letter of instructions issued thereon. Inspection revealed no factual basis for gossip, and no later instances noted. Mr. Belmont "took to heart" Director's serious concern and is determined to restore Director's complete confidence in Division.

V. CONTACTS AND MISCELLANEOUS. . . . . EXCELLENT

Division has maintained outstanding contacts through liaison activities in domestic field. Those maintained through foreign liaison activities also extremely valuable and except for isolated instances (previously noted) satisfactorily handled. No weaknesses noted in Division's dealings with Department or in Division's handling of numerous interagency committee responsibilities.

\*Per HLE, needs have been satisfied. WBH 11/24/58

EVALUATION OF KEY PERSONNEL

I. Assistant Director Belmont: (EOD 11-30-36; GS 18, \$17,500; Domestic Intelligence Division since 2-27-50; as Assistant Director since 9-30-51; age 51. Mr. Belmont was severely censured and placed on "interim" probation 9-16-58 for abuses discovered in surprise morning check of division.) Mr. Belmont has outstanding technical knowledge; is loyal; dedicated to security field; and deserves credit for technical accomplishments. He frankly admits the inspection disclosed a serious weakness in his failure to show sufficient concern for administrative essentials; now recognizes there is no substitute for sound, tight administrative leadership to prevent weaknesses in the working levels and insure maximum efficiency. He has exhibited some "softness", tending to palliate shortcomings of subordinates and rely on their complete dedication and efficiency rather than conduct realistic spot checks and maintain controls to guarantee full compliance. He deplors the adverse reflections on division morale which shook Director's confidence. He assured Inspector that if Director sees fit to continue him in present position he can apply the lessons learned to achieve greater accomplishments and completely restore Director's confidence in him and division. Inspector Edwards is convinced of Mr. Belmont's sincerity. Inasmuch as all weaknesses discovered have been corrected, Edwards favors giving him opportunity to prove administrative leadership with the understanding, however, that he will be retained on probation until he has proved it beyond



doubt. (Recommendation at end.)

2. Inspector - No. 1 Man, Joseph A. Sizoo: (EOD 7-10-35 (Clerk); 11-1-38 (SA) GS 16, \$14,910, in division since 9-15-53 (except temporary assignment Mr. Tolson's Office 6-1-54 - 8-25-55); age 48. Censured and placed on "interim" probation 9-16-58 for abuses disclosed in morning divisional check in his branch.) Is Branch Chief of Internal Security-Liaison Branch, assigned to Mr. Belmont's Front Office and acts in his absence. Liaison Section had inexcusable weaknesses for which Section Chief Roach primarily to blame. Sizoo relied too much on Roach rather than spot checking and seeing for himself. All three sections under Sizoo had "newspaper" offenders in surprise check. Internal Security Section had technical surveillance control unit where "evasive" system of counting surveillances and other weaknesses existed. Subversive Control Section had excessive administrative overhead and manpower was reduced from 29 to 24 agents. Mr. Sizoo cannot escape responsibility for these administrative weaknesses but to large extent they were divisional policy for which Mr. Belmont primarily responsible. Mr. Sizoo fully appreciates corrective action taken; is anxious to wholeheartedly and capably administer the changes made. Edwards favors giving him a chance to prove it, but should be retained on probation until his actions produce conclusive results. (Recommendation at end.)

3. Inspector - Branch Chief Donald E. Moore: (EOD 3-10-41; GS 16, \$14,910; in present position since 10-14-56; age 40. Censured and placed on "interim" probation since 9-16-58 because of abuses in his branch discovered in early morning divisional check.) Is Branch Chief of Espionage - Central Research Branch. Central Research Section had no major weaknesses and no abuses in the morning check. Abuses were found in the other 2 sections (Espionage and Nationalities Intelligence) in addition to the type of general administrative weaknesses discovered in the division. The Espionage Section had numerous weaknesses of various types, mostly administrative. Although primarily the fault of Section Chief Branigan, Inspector Moore cannot escape responsibility as Branch Chief for not detecting such by proper penetrative spot checks, administrative devices and controls. Corrective measures taken during inspection should prevent recurrences. Vigorous application of these controls will be required, especially in Espionage Section. Inspector Moore is considered thoroughly capable and wants a chance to show he can manage the hard, tight administrative controls the inspection instituted. Edwards favors giving him a trial. Meantime, keep him on probation until he proves beyond doubt he can administer his branch and secure the potential benefits expected from the espionage work. (Recommendation at end.)

4. Section Chiefs Fred J. Baumgardner (Internal Security); W. A. Branigan (Espionage); J. F. Bland (Subversive Control); S. B. Donahoe (Nationalities Intelligence); R. R. Roach (Liaison); All put on probation 9-16-58 because of abuses discovered during early morning check.



(Section Chief Inspector W. C. Sullivan of Central Research Section had no major weaknesses and since no abuses in early morning check attributable to his section he is not on probation.)

Weaknesses discovered during inspection mainly due to basic divisional administrative weaknesses for which Mr. Belmont is primarily accountable. Some sections worse than others -- degree of variation attributable to differences in leadership and executive qualities of Section Chiefs. Inspector discussed findings with these men relating to their sections. All admit seriousness of findings and realize they must assume primary responsibility for sections. They considered the corrective measures constructive, essential and hope for opportunity to prove to Director their ability to implement the corrections. Particular stress was placed on the weaknesses in the Espionage and Liaison Sections where the findings were more serious. Despite the numerous commendable accomplishments in Espionage and Liaison these men now realize that their administrative weaknesses detract from the value of them and rightfully raise questions in the Director's mind as to whether they have fully exploited the potential in their fields. Messrs Belmont, Sizoo and Moore were specifically alerted to the necessity of concentrating on the Espionage and Liaison Sections to insure that these sections are given needed impetus in carrying out all of the administrative controls. Giving weight to fact that most major administrative weaknesses were result of following division pattern, and giving proper credit for excellent accomplishments of these sections, Edwards feels the most constructive good and best interests of Bureau would be served by granting them chance they request to assist Mr. Belmont in restoring division to full confidence of Director. (See recommendations.)

RECOMMENDATIONS:

1. Severe censure for Mr. Belmont, continue on probation until his actions conclusively prove his desire and ability to forcefully manage administrative responsibilities. If approved, attached letter summarizing inspection will handle.

I agree.

JPM

11/12

H. L. EDWARDS

"Yes."  
"H"

2. Severe censure and continued probation for Branch Chiefs Sizoo and Moore until they demonstrate completely acceptable administrative leadership over their branches. Letters attached.

I agree.

JPM

11/12

H. L. EDWARDS.

"Yes."  
"H"

3. Severe censure and continued probation for Section Chiefs Baumgardner, Bland, Branigan, Donahoe, and Roach, with stern warnings to Branigan and Roach that any substantial indication of future administrative weakness will result in immediate removal from Section Chief Position. Letters attached.

I agree.

H. L. EDWARDS

JPM

11/12

"Yes."

"H"

4. Severe censure for former Madrid desk supervisor Special Agent Cornelius A. Moynihan (now at Memphis); former Liaison Section No. 1. Man Norman Philcox (now at Paris); and former Inspector Lee Teague (now SAC, Miami) -- for their respective deficiencies in failing to detect weaknesses of Presley.

I agree.

H. L. EDWARDS

JPM

11/12

"Yes."

"H"

Letters will be prepared  
by Admin. Division.

Done JPM

11/17

5. Recommend approval for resuming previous policy of bringing Legal Attaches back to SOG annually (same as SACs) -- one year for In-Service; alternate year for conferences and home leave.

I agree.

H. L. EDWARDS

JPM

11/12

"Yes."

"H"

6. Recommend recheck in 90 days (February 12, 1959) to determine whether the Division is in completely satisfactory condition and whether Mr. Belmont and the others should be removed from probation.

H. L. EDWARDS.

I agree.

"Yes."

JPM

11/12

"H"

Belmont and his  
assistant should  
be completely ashamed  
of the conditions dis-  
covered in this inspection.

"These conditions are shameful  
and what is both distressing and  
disheartening is that I have again  
and again warned Belmont and ex-  
pressed my concern but he com-  
pletely disregarded my views as if  
I did not know what I was talking  
about and as if it was none of  
my business."

"H".

NAME: DONALD E. MOORE

TITLE: INSPECTOR

PAYROLL #2997

GRADE GS-16, \$14,190

Non-Veteran

NOT ON PROBATION

ASSISTANT DIRECTOR A. H. BELMONT:

Mr. Moore has been assigned to the Domestic Intelligence Division since October, 1956. He is Inspector in charge of the Espionage-Central Research Branch of the Division.

He has shown above average insight and judgment in meeting the constant problems which have arisen in the Domestic Intelligence Division. He makes an excellent appearance. Moore has a mind of his own and thinks for himself. He can be counted on to think a problem through and express a direct opinion as to the course of action to be taken. He has a good field background and knows the problems of the field. He is thoroughly loyal to the Bureau. On occasions he takes over the running of the Domestic Intelligence Division, in the absence of the Assistant Director, and has shown himself very capable in this respect.

He was criticized on June 19, 1958 for failing to see that certain information was promptly disseminated.

RATING: EXCELLENT

INSPECTOR H. L. EDWARDS: HLE:jlj

Inspector Moore was contacted frequently during the inspection by the Inspector in Charge and various members of the staff. An evaluation of him was submitted in the inspection report and need not be repeated here.

67-NOT RECORDED  
14 DEC 30 1958

149

DOMESTIC INTELLIGENCE DIVISION INSPECTION  
9/3/58  
AHB:CSH (6)

2 Jan 3/1959

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) <u>Moore, Donald E.</u>		2. GRADE AND COMPONENT OR POSITION <u>Inspector</u>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <u>annual exam</u>	6. DATE OF EXAMINATION <u>12-5-58</u>
7. SEX <u>M</u>	8. RACE <u>W</u>	9. TOTAL YRS. GOVT. SERVICE MILITARY <u>      </u> CIVILIAN <u>      </u>	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT			
12. DATE OF BIRTH <u>7-11-18</u>		13. PLACE OF BIRTH <u>Oketo, Kansas</u>	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <u>N.N.M.C.</u>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY

CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNOR- MAL	
		(Check each item in appropriate column; enter "N.E." if not evaluated)
		18. HEAD, FACE, NECK, AND SCALP
		19. NOSE
		20. SINUSES
		21. MOUTH AND THROAT
		22. EARS—GENERAL (Ins. & ext. canals) (Audiatory acuity under items 70 and 71)
		23. DRUMS (Perforation)
		24. EYES—GENERAL (Visual acuity and refraction under items 68, 69, and 81)
<u>NE</u>		25. OPHTHALMOSCOPIC
		26. PUPILS (Equality and reaction)
		27. OCULAR MOTILITY (Accommodated parallel movements, nystagmus)
		28. LUNGS AND CHEST (Include breasts)
		29. HEART (Thrust, size, rhythm, sounds)
		30. VASCULAR SYSTEM (Varicosities, etc.)
		31. ABDOMEN AND VISCERA (Include hernia)
		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
		33. ENDOCRINE SYSTEM
		34. G-U SYSTEM
		35. UPPER EXTREMITIES (Strength, range of motion)
		36. FEET
		37. LOWER EXTREMITIES (Exempt feet) (Strength range of motion)
		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
		40. SKIN, LYMPHATICS
		41. NEUROLOGIC (Equilibrium tests under item 78)
		42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)		
	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES <u>meets dental standards</u> <u>caries NCD</u>																																
O.—Restorable teeth    X.—Missing teeth    (6 X 8).—Fixed bridge, brackets to include abutments 1.—Nonrestorable teeth    XXX.—Replaced by dentures																																		
R I G H T	<table border="1"><tr><td>X1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>X7</td><td>8</td><td>9</td><td>10</td><td>10</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16X</td></tr><tr><td>Q2</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>X19</td><td>18</td><td>17O</td></tr></table>	X1	2	3	4	5	6	X7	8	9	10	10	12	13	14	15	16X	Q2	31	30	29	28	27	26	25	24	23	22	21	20	X19	18	17O	L E F T
X1	2	3	4	5	6	X7	8	9	10	10	12	13	14	15	16X																			
Q2	31	30	29	28	27	26	25	24	23	22	21	20	X19	18	17O																			

45. URINALYSIS: SP. GR. <u>1.006</u>		46. CHEST X-RAY (Place, date, film number, result) <u>052780C negative</u>	47. SEROLOGY (Specify test used and result) <u>negative</u>
ALBUMIN <u>neg.</u>	SUGAR <u>neg.</u>	48. EKG <u>within normal limits</u>	
49. BLOOD TYPE AND RH FACTOR <u>—</u>		50. OTHER TESTS <u>audiogram--see report</u>	

2 JAN 6 1959

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT <b>73</b>		52. WEIGHT <b>189</b>		53. COLOR HAIR <b>brown</b>		54. COLOR EYES <b>blue</b>		55. BUILD. <div style="display: flex; justify-content: space-between;"> <span>SLENDER <input type="checkbox"/></span> <span>MEDIUM <input type="checkbox"/></span> <span>HEAVY <input checked="" type="checkbox"/></span> <span>OBESE <input type="checkbox"/></span> </div>		56. TEMP. <b>97.8</b>																									
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																													
SITTING SYS. <b>140</b> DIAS. <b>88</b>		RECUM. BENT SYS. <b>88</b> DIAS. <b>88</b>		STANDING (3 min.) SYS. <b>86</b> DIAS. <b>86</b>		SITTING <b>86</b>		AFTER EXERCISE		2 MIN. AFTER																									
59. DISTANT VISION		60. REFRACTION				61. <b>62m</b> NEAR VISION																													
RIGHT 20/ <b>40</b> CORR. TO 20/ <b>20</b>		BY <b>Lens</b> S. CX				CORR. TO BY																													
LEFT 20/ <b>70</b> CORR. TO 20/ <b>20</b>		BY <b>Lens</b> S. CX				CORR. TO BY																													
62. METEOPHORIA (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) <b>AOC 1946 18 ~ 18</b>				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																											
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS																											
69. INTRAOCULAR TENSION																																			
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																											
RIGHT WY 15 SV 15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>250</th> <th>500</th> <th>1000</th> <th>2000</th> <th>3000</th> <th>4000</th> <th>8000</th> </tr> <tr> <td>RIGHT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="background-color: #cccccc;"></td> <td>55</td> <td>25</td> </tr> <tr> <td>LEFT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="background-color: #cccccc;"></td> <td>20</td> <td>15</td> </tr> </table>							250	500	1000	2000	3000	4000	8000	RIGHT	0	0	0	0		55	25	LEFT	0	0	0	0		20	15				
	250	500	1000	2000	3000	4000	8000																												
RIGHT	0	0	0	0		55	25																												
LEFT	0	0	0	0		20	15																												
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE																	
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS <b>Strenuous Physical Exertion</b> <input type="checkbox"/> IS NOT QUALIFIED FOR <b>and use of Firearms.</b>						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>P</th> <th>U</th> <th>L</th> <th>H</th> <th>E</th> <th>S</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						P	U	L	H	E	S						
						P	U	L	H	E	S												
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>A</th> <th>B</th> <th>C</th> <th>E</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>						A	B	C	E								
A	B	C	E																				
79. TYPED OR PRINTED NAME OF PHYSICIAN <b>G. R. JOHNSTON, CAPT, MC, USN</b>						SIGNATURE <b>S/ G. R. Johnston</b>																	
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE																	
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE <b>S/</b> <span style="border: 1px solid black; padding: 2px 20px;"> </span>																	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE																	
						NUMBER OF ATTACHED SHEETS																	

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO:

EAR CLINIC

FROM: (Requesting ward, unit, or activity)

STAFF CLINIC

DATE OF REQUEST

12-5-58

REASON FOR REQUEST (Complaints and findings)

This FBI SA appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE

*G. R. Johnston*

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE

☒ BY CALL

☐ EMERGENCY

☒ ROUTINE

G. R. JOHNSTON, CAPT. MC, USN CONSULTATION REPORT

*A scaled nutcracker  
reveals no acute  
trauma effect.  
Will not interfere with  
duties.*

b6

(Continued on reverse side)

SIGNATURE AND TITLE

DATE

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

REGISTER NO.

WARD NO.

MOORE, DONALD EDGAR

(SA) INSPECTOR, FBI  
ENCLOSURE

CONSULTATION SHEET  
Standard Form 513

67-191804 - 235

**ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION**  
**FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER**

Name of Examinee: MOORE DONALD E.  
 (Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

**FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:**

*The medical examiner should answer the following question:*

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

**TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:**

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?  
☒ No ☐ Yes. If "yes" please specify defects. \_\_\_\_\_
- Does examinee have any defects prohibiting safe operation of motor vehicles?  
☒ No ☐ Yes. If "yes" please specify defects. \_\_\_\_\_

ENCLOSURE 67-191804-235

# Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table the examinee's frame and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds

☐ gain \_\_\_\_\_ pounds

Remarks: \_\_\_\_\_

*G. R. Johnston*

(Signature of Medical Examiner)

DEC 16 1958

(Date)



1-2-59

TO: The Director  
FROM: J. P. Mohr  
SUBJECT: PROBATION REPORT

Following is a list of SACs and SOG officials on probation.  
There are no Legal Attaches on probation at this time.

<u>NAME</u>	<u>PROBATION DATE</u>	<u>DATE LAST INSPECTION</u>	<u>DATE LAST RECHECK</u>	<u>REASON</u>
-------------	---------------------------	---------------------------------	------------------------------	---------------

X D. E. Moore 9-16-58 10-31-58  
Domestic Intelligence Division Insp.  
11-12-58 Continued

Because Special Agent  
Supervisors were engaging in  
improper activities after  
signing in. Continued 11-12  
as result of inspection.

## Office Memorandum • UNITED STATES GOVERNMENT

THE DIRECTOR

DATE:  
2-3-59

Mr. Tolson	✓
Mr. Belmont	✓
Mr. DeLoach	✓
Mr. McGuire	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Trotter	✓
Mr. W.C. Sullivan	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

FROM : J. P. Mohr

D. E. Moore

SUBJECT: PROBATION REPORT

Following is a list of SACs, SOG officials and Legal Attaches on probation.

NAME	PROBATION DATE	DATE LAST INSPECTION	DATE LAST RECHECK	REASON
W. O. Brown	8-5-57	9-24-58	—	Because of delinquencies detected during inspection. Continued 12-19 in view of letter of censure received on 12-18. Continued 2-28 in view of administrative weaknesses detected during inspection of the Detroit Office. Continued 6-6 in view of administrative action taken against him in February and March. Continued 10-31 as a result of inspection.
Savannah Insp	12-19-57 Continued			
	2-28-58 " "			
	6-6-58 " "			
	10-31-58 " "			
E. Crosby	1-15-59	12-9-58	—	For exercising poor judgment in trying to jest with Congressmen Lipscombe and Rhodes.
Honolulu				
J. McCabe	4-18-58	8-22-58	—	Because of delinquencies found in his division during inspection of the New York Office. Continued 6-27 as result of recheck inspection of New York Office. Continued 9-16 inasmuch as he has only been in the New Haven Division since 7-21-58. Continued 1-6-59 in view of the letter of censure directed to him on 9-24-58 and will be reconsidered for removal in March, 1959.
New Haven Insp	6-27-58 Continued			
	9-16-58 " "			
	1-6-59 " "			

RECORDED 142

CC - Mr. Tolson  
Mr. Mohr  
Mr. Tamm  
Mr. Ingram  
Mr. Tavel

EJI:mbp

67-141 837-399	
Recorded	Numbered 23
9 FEB 9 1959	

THREE

J. E. ~~X~~ Edwards 4-18-58 2-20-58  
~~X~~ Buffalo INsp 6-27-58 Continued

Because of accumulation of errors relating to physical condition and maintenance, and his over-all responsibility regarding improper assignment of correlation employees. Continued 6-2 as a result of the recheck inspection of the New York Office.

F. J. ~~X~~ Powers 3-28-58 2-2-59  
~~X~~ Indianapolis INsp 4-18-58 Continued  
6-27-58 " "  
10-17-58 " "

Because of the atrocious handling by him and his supervisory staff of the Espionage investigation of 3-12-58. Continued 4-18 in view of results of inspection. Continued 6-2 in view of results of recheck inspection of the New York Office. Continue per memo 10-17-58.

E. E. ~~X~~ Hargett 6-26-58  
~~X~~ Jacksonville INSP 11-26-58 Continued  
~~X~~ INSPECTION

Failure to detect and correct inexcusable weaknesses found during special inspection of the Deserter Fugitive Unit under his supervision while assigned to SOG. Per memo 11-26 recommend continued and reconsidered for removal after the results of next inspection

N. R. ~~X~~ Johnson 10-13-58 10-9-58  
~~X~~ Atlanta INsp 11-3-58 Continued

Because of the dereliction in his supervision of the investigation into the bombing of a place of religious worship on 10-12-58. Continued 11-3 as a result of inspection

E. D. ~~X~~ Mason 1-8-59 1-30-59  
~~X~~ Cincinnati

Because of the inept way in which he handled the personnel situation involving Special Agent William J. Fitzpatrick.

C. O. <del>X</del> Lynum <del>X</del> Dallas	1-13-59	11-6-58	Because of the mishandling by the Dallas Office of the Interstate Transportation of Motor Vehicle Case involving [REDACTED]
Q. <del>X</del> Tamm <del>X</del> Training and Inspection Division	6-26-58	6-12-58	Superficial and inadequate inquiry in the Deserter Fugitive Unit by an Inspector under his supervision. Continued 11-6-58 until after results of next inspection.
A. <del>X</del> Rosen <del>X</del> Investigative Division INSPECTION	6-26-58	Began 10-29-58	Failure to detect and eliminate weaknesses found during special inspection of Deserter Fugitive Unit in his division and failure to emphasize old pending Deserter Fugitive Cases. Continued 11-6-58 until after results of present inspection.
A. H. <del>X</del> Belmont <del>X</del> Domestic Intelligence Division INSPECTION	9-16-58	10-31-58	Because Special Agent Supervisors were engaging in improper activities after signing in. Continue 11-12 as result of inspection.
J. A. <del>X</del> Sizoo <del>X</del> Domestic Intelligence Division INSPECTION	9-16-58	10-31-58	Because Special Agent Supervisors were engaging in improper activities after signing in. Continue 11-12 as result of inspection.
D. E. <del>X</del> Moore <del>X</del> Domestic Intelligence Division INSPECTION	9-16-58	10-31-58	Because Special Agent Supervisors were engaging in improper activities after signing in. Continue 11-12 as result of inspection.
A. A. <del>X</del> Cammarota <del>X</del> Domestic	1-15-59	5-23-58	Because of his dereliction in the handling of security regulations in his office.

b6

# FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

MOORE, DONALD E.

FD-40  
3-25-47

av 10/14/56

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	MPP	DT	QUALI- FIED
NEW YORK	JAN 56								✓		
	2/56								✓		
	3/56	98	98	100	✓	86				✓	BA
St. Armand	4/56	96	96	25	90	94					
	9/56	88	93	100		100					
									288		
									278		
									294	2/57	
									286	MAR 9 1957	
		94	98	100	✓	96	DT	BA		MAR 9 1957	
		96	96	23		94	DT	RD		MAY 28 1957	
		96	95	17		96	DT	RD		AUG 14 1957	
		98	90	100		100	✓		291	10-17-57	
									284	Jan 20-58	
									287	FEB 58	
									287	4/58	
		98	96	100	✓	88	✓	DT		7/58	
		96	88	21		92	DT	✓		MAY 14 1958	
		94	95	100		96				7/10/58	
		80	90	17		98				10/1/58	
									282	11/58	
									289	12/58	

67-NOT RECORDED

1 MAR 9 1959

8

Name: DONALD E. MOORE

Title: Inspector

Payroll #: 2997

Grade: GS-16, \$14,190

EOD: 3/10/41

On Probation

Nonveteran

ASSISTANT DIRECTOR BELMONT:

Mr. Moore is the Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. In this capacity he supervises the work of the Espionage, Nationalities Intelligence, and Central Research Sections. This is an extremely important field, in which lie some of the Bureau's most complicated cases. Mr. Moore also takes charge of the Division in the absence of Inspector Sizoo and the Assistant Director.

Mr. Moore is a well-rounded executive, with experience in administrative and executive capacities, both in the field and at the seat of government. He has a wide knowledge of Bureau policies and excels in investigative procedures. He is highly industrious, has excellent judgment, courts responsibility, and is completely loyal to the Director and the Bureau. He is alert to not only implement Bureau policies, but to suggest changes where warranted.

On 9/16/58 he was placed on probation as the result of the fact that Bureau employees under his supervision were engaged in improper activities (such as reading newspapers) after signing in in the morning. He was continued on probation by letter dated 11/12/58, as the result of weaknesses disclosed during the inspection.

Mr. Moore has applied himself assiduously to correcting the above-mentioned weaknesses. His attitude has been excellent and he has shown a determination that the Espionage-Central Research Branch and the Division as a whole shall measure up to the fullest to Bureau standards.

Rating: EXCELLENT

67-NOT RECORDED  
4 MAR 4 1959

Recheck Inspection  
Domestic Intelligence Division  
2/26/59  
AHB:CSH (5)

SEE PAGE TWO

INSPECTOR J. F. MALONE: Mr. Moore was interviewed on 3/4/59 as he was on probation. Mr. Moore displays an excellent knowledge of the background of the Espionage-Central Research Branch of the division. The weaknesses detected during the previous inspection were discussed with Mr. Moore. He stated that the elimination of Supervisor W. V. Cleveland's position worked a temporary hardship on the division but after appropriate adjustments were made, the system worked satisfactorily and added considerably to the over-all efficient operation of the division. Mr. Moore makes adequate checks of his branch to be sure that employees are gainfully employed prior to the opening of business. He is sincere, conscientious, and capable.

RECOMMENDATION:

That he be removed from probation (being handled separately).

*Letter to Mr. Moore  
3-11-59 removing him  
from probation  
ru*

March 11, 1959

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

The Bureau is pleased to advise that you are  
being removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

1-Mr. Belmont (Personal Attention)  
1-Mr. Tamm  
1-Movement  
1-Personnel Actions  
1-Usilton (direct)

*JH*  
FDH:jae  
(7) *jae*

Based on memo Q. Tamm to Mr. Tolson 3-9-59 JFM:wmj.

RECORDED

(31)

MAILED 19

MAR 11 1959

COMM-FBI

67-191804-236

1 MAR 12 1959

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐



1. Agency and organizational designation <b>FBI, U.S. Dept. of Justice</b>	2. Pay to [Redacted]	3. Block No.	4. Slip No.
5. Employee's name (and social security account number when appropriate) <b>02997 MR. DONALD E. MOORE</b>	6. Grade and salary <b>Inspector GS 16 \$14,430</b>		

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period								
10. Remarks: [Redacted]						11. Appropriation(s)  <div style="text-align: center; font-size: 1.5em;">Change Unit</div>		12. Prepared by   13. Audited by

<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase				
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
<b>3-8-59</b>	<b>9-8-57</b>	<b>\$14,190</b>	<b>\$14,430</b>	<div style="text-align: center;">             (Signature or other authentication)         </div>
19. LWOP data (fill in appropriate spaces covering LWOP during following periods) Period(s): <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP _____				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.

STANDARD FORM NO. 1126d—Revised  
 Form prescribed by Comp. Gen., U. S.  
 Nov. 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

3/10/59

March 20, 1959

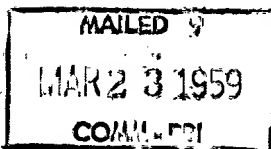
PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

I was very impressed with your excellent performance in connection with the investigation of an individual of great importance to the Bureau in the security field.

You did an outstanding job in the planning and execution of this highly sensitive matter, displaying extreme competence in making the many necessary decisions. Your exceptional performance was certainly a credit to you and to the Bureau and it is a pleasure to commend you.



82  
Sincerely yours,

J. Edgar Hoover

1 - Mr. Belmont (Personal Attention)

Re: ☐ Espionage - R.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_

AFH:afh  
(4)  
67-191804

MAIL ROOM ☐ TELETYPE UNIT ☐

237  
b7D  
FBI  
MAR 23 1959

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 9, 1959

FROM : MR. Q. TAMM

SUBJECT:

RECHECK INSPECTION  
DOMESTIC INTELLIGENCE DIVISION *Insp.*  
INSPECTOR JOHN F. MALONE  
2/16/59 to 3/6/59

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_

SUMMARY

OFFICIALS: A. H. ~~X~~ Belmont, Assistant Director since 9/30/51;  
Inspector J. A. ~~X~~ Sizoo, No. 1 Man and Branch Chief (Internal Security - Liaison Branch) since 9/15/53; Inspector D. E. ~~X~~ Moore, Branch Chief (Espionage - Central Research Branch) since 10/14/56. All on probation since 9/16/58 for "newspaper reading" and similar abuses discovered in early morning check during previous inspection.

LAST INSPECTION: 7/23/58 to 10/31/58.

EVALUATIONS:

## (1) PHYSICAL CONDITION AND MAINTENANCE . . . . . VERY GOOD

Previous deficiencies corrected. Recheck reflects few new minor housekeeping deficiencies, all corrected. Over-all space appearance very good; no space needs and no security violations detected. Space changes previously recommended, now completed and more contiguous space has benefited division.

## (2) INVESTIGATIVE OPERATIONS . . . . . VERY GOOD

Division case load 20,459 as of 1/31/59, increase of 24.6% since last inspection, due mainly to program of reopening and re-evaluation of Communist Index cases instituted 10/2/58. No substantive errors and only one form error (0.8%) found in 126 files reviewed. Previous deficiencies concerning technical surveillances all corrected, 22% of existing technical surveillances reviewed and found productive and justified. Intensification Program streamlined and essential work being handled with minimum manpower. All programs reviewed, justified and producing desired

Enclosure *rec'd 3-10-59*

1 - Mr. Mohr (Attention: W. S. Tavel) (Sent separately) 7

(6)

1 - Mr. Belmont (Sent separately)

JFM:wmm

RECORDED - 143

67-149000-1-17042

MAR 10 1959

THREE

**Memo for Mr. Tolson**  
**Re: Recheck Inspection**  
**Domestic Intelligence Division**

results. Slight decrease in number of informants offset by wider Communist Party coverage. Since last inspection top secret cryptographic "keys" obtained, of inestimable value, which resulted in savings of \$110,000 for the National Security Agency on decoding labor. Two Communist Party informants continue outstanding performance under division's guidance, one serving as courier between Communist Party, USA, and Communist Party, Soviet Union, with other producing evidence of financing linking Communist Party, USA, to Communist Party, Soviet Union.

**(3) ADMINISTRATIVE OPERATIONS . . . . . VERY GOOD**

Streamlining procedures instituted last inspection working satisfactorily and beneficial to division. Consolidated Name Check and Special Memorandum Section now handling more work with less personnel. Abolishment of W. V. Cleveland's position in Front Office resulted in Section Chiefs assuming more responsibility, reduced mail flow to Front Office, allowing greater freedom for other administrative duties and planning. Administrative spot checks regularly made by Mr. Belmont and staff, to guarantee overtime devoted to official business. Mr. Belmont accompanied by Inspector on one such check and no deficiencies noted. All delinquencies discovered last inspection now corrected and new procedures instituted found beneficial to division. Tighter control being maintained over work of Legal Attaches; Legal Attache Manual to be completed within 6 months, as well as Bureau War Plans Manual. Stenographic and typing production increased from 2.1 pages per hour during last inspection to 2.5 pages per hour, now equal to Seat of Government average. Survey reflects 9.3% of pages retyped due to stenographic errors or changes by dictator or reviewing officials. Suggestions made and instructions issued for improvement. Time and attendance record procedures satisfactory; decided improvement on accuracy and uniformity since last inspection.

**(4) PERSONNEL MATTERS . . . . . VERY GOOD**

Personnel considered adequate but not excessive. During previous inspection Agent personnel reduced 14%, with approximately 10% reduction in clerical personnel. Since previous inspection work load increased 24.6% and only personnel increase has been two clerical employees with one additional clerical employee request pending action by Administrative Division.

Voluntary overtime average for division increased from 2 hours, 19 minutes (6 months' average - January - June, 1958) to 2 hours, 41 minutes (3 months' average - November - January, 1959). Overtime analysis indicates

Memo for Mr. Tolson  
Re: Recheck Inspection  
Domestic Intelligence Division

all section averages have increased and overtime being equitably shared. Morale excellent. Availability check 2/16/59 determined all supervisors available.

(5) CONTACTS . . . . . EXCELLENT

During previous inspection the division was rated excellent on contacts. During recheck inspection it was noted that 51 new contacts with outside sources have been developed and program is continuing on an excellent basis.

CONCLUSIONS BASED ON RECHECK:

All delinquencies discovered during last inspection now corrected. Procedures instituted operating smoothly and beneficially. Efficiency, manpower savings and other economies demonstrated. Corrective and strengthening action approved by Director proven beneficial. Mr. Belmont and staff now functioning as smooth team and have eliminated weaknesses.

EVALUATION OF KEY PERSONNEL:

1. Assistant Director Belmont

(EOD 11/30/36; GS-18, \$17,500; Domestic Intelligence Division since 2/27/50; as Assistant Director since 9/30/51; aged 52. Mr. Belmont was severely censured and placed on "interim" probation 9/16/58 for abuses discovered in surprise morning check of division. He was continued on probation until he could conclusively prove his desire and ability to forcefully manage administrative responsibilities.) Inspection findings indicate that Mr. Belmont has definitely proven his desire and ability to properly administer the Domestic Intelligence Division. Mr. Belmont has an excellent attitude. He has a thorough knowledge of operations of his division. He has personally and conscientiously followed the recommendations of the previous inspection to see that all suggestions were meticulously followed. He has tightened up on the soft spots found in the division. He no longer relies completely on his subordinates to insure efficient administration of the office but maintains proper controls and spot checks. Inspector feels Mr. Belmont should be removed from probation.

2. Inspector - No. 1 Man, Joseph A. Sizoo

(EOD 7/10/35 (Clerk); 11/1/38 (SA), GS-16, \$14,910, in division since 9/15/53 (except temporary assignment Mr. Tolson's Office 6/1/54 - 8/25/55); aged 48. Censured and placed on "interim" probation 9/16/58 for abuses

Memo for Mr. Tolson  
Re: Recheck Inspection  
Domestic Intelligence Division

disclosed in morning divisional check in his branch. Censured and continued on probation as of 11/12/58 until he demonstrated completely acceptable administrative leadership over his branch.) Mr. Sizoo is capable and enthusiastic about his work. Although opposed to some changes recommended by the Inspector for what he considered at the time sound reasons, he wholeheartedly administered the changes recommended and admitted that the new system is working satisfactorily. Mr. Sizoo checks his branch periodically. Other administrative weaknesses detected during the inspection have been eliminated and the recheck inspection indicates that Mr. Sizoo's branch is now functioning smoothly and efficiently.

3. Inspector - Branch Chief Donald E. Moore

(EOD 3/10/41; GS-16, \$14,910; in present position since 10/14/56; aged 40. Censured and placed on "interim" probation since 9/16/58 because of abuses in his branch discovered in early morning divisional check. Continued on probation as of 11/12/58 until he demonstrated completely acceptable administrative leadership over his branch.) The delinquencies for which Inspector Moore had been placed on probation were carefully checked during the inspection and very commendable improvement had been noted. During the interview with Mr. Moore he displayed an excellent attitude and a thorough knowledge and background of the work he is supervising. He makes proper spot checks of his branch before, during and after regular hours and has initiated administrative devices and controls to enable him to properly maintain the tight supervision necessary over the operations of his branch. Inspector Moore enthusiastically applied the suggestions made by the Inspector during the previous inspection and stated that the division has benefited materially from some of these suggestions.

4. Section Chiefs Fred J. Baumgardner (Internal Security); W. A. Branigan (Espionage); J. F. Bland (Subversive Control); S. B. Donahoe (Nationalities Intelligence); R. R. Roach (Liaison).

(All were placed on probation 9/16/58 because of abuses discovered during early morning check. As of 11/12/58 they were continued on probation with stern warnings to Section Chiefs Branigan and Roach that any substantial indication of future administrative weakness would result in immediate removal from the position of Section Chief.) The inspection findings in the sections supervised by the above-indicated Section Chiefs were found to be in satisfactory condition. Morale of the employees was high. The Section Chiefs

Memo for Mr. Tolson  
Re: Recheck Inspection  
Domestic Intelligence Division

possessed an excellent attitude and enthusiastically adopted the suggestions left with them as a result of the previous inspection. The administrative weaknesses have been eliminated and the value of the work handled on the respective desks has been considerably enhanced. The inspection findings further indicate that Section Chiefs Branigan and Roach are capable of handling the position of Section Chief in their respective sections.

RECOMMENDATIONS:

1. That Assistant Director Belmont be removed from probation. If you approve, attached letter will suffice.

Jayne  
JH  
3/10

✓ GRC  
3/10

2. That Inspectors Sizoo and Moore be removed from probation. If approved, to be handled by the Administrative Division.

Jayne  
JH  
3/10

Letter to employees re: removal from prob. prepared 3-11-59. JPH:jac 3-24-59 JPH:jf

✓ GRC  
3/10

3. That Messrs. Baumgardner, Bland, Branigan, Donahoe and Roach be removed from probation. If approved, to be handled by the Administrative Division.

Jayne  
JH  
3/10

Letter to employees re: removal from prob. prepared 3-11-59. JPH:jac 3-24-59 JPH:jf

✓ GRC  
3/10  
OK

4. Recommendations as to other personnel handled separately.

PERMANENT BRIEFS OF BELMONT, SIZOO, MOORE, BAUMGARDNER, BLAND, BRANIGAN, DONAHOE AND ROACH ATTACHED.

COPY #130  
DATE: March 18, 1959

TO : MR. A. H. BELMONT  
FROM : MR. D. E. MOORE  
SUBJECT: [REDACTED] b7D  
ESPIONAGE - R  
105-76241

D. E. Moore

This case involves a Soviet illegal agent sent to the United States 12-31-58. In connection with obtaining a baptismal certificate in Negaunee, Michigan, he aroused suspicion and information concerning him was furnished to Special Agent [REDACTED] Resident Agent at Marquette, Michigan, who conducted expedite investigation and set out comprehensive leads which resulted in subject being under surveillance from 2-17-59 to 3-9-59. The initial investigation by SA [REDACTED] and subsequent surveillance, development of anonymous sources and other investigation by the Minneapolis, Milwaukee and Detroit Offices were extremely effective. The information developed quite definitely indicated that the subject was an illegal espionage agent. b6

Subject was contacted on the streets of Milwaukee, Wisconsin at 9:00 AM, 3-9-59. The initial contact with subject was most effective and this was made possible through the very effective coverage the Milwaukee Office had established on his place of residence. SAC Daniel W. Fults, Jr., Milwaukee, and ASAC Joseph D. Purvis, Milwaukee, did an outstanding job in arranging for appropriate coverage and in making arrangements for a suitable location where subject could be appropriately interviewed. Following the initial contact with subject, he was most effectively interviewed by SAs [REDACTED] and [REDACTED] of the Milwaukee Office and SAs James P. Kehoe and John J. O'Toole of the New York Office who were in Milwaukee on special assignment. The work of these Agents was most outstanding. In addition to the four above-mentioned Agents, SA [REDACTED] was the Agent who actually obtained thru a close friend of his the summer home in the country about 29 miles from Milwaukee for the interview of the subject. The setting was ideal for our purpose. [REDACTED] and SA Maurice H. Price, both assigned to Milwaukee, were responsible for obtaining phone service, service of necessary utilities, wood, groceries and so forth and, in general, with the maintenance of the cottage which were absolutely necessary for the efficient handling of the interview. In addition to [REDACTED] and Price, SAs John A. Holtzman and [REDACTED] of the Milwaukee Office performed necessary duties from approximately 11 PM each evening to 7 AM each morning during the period from 3-9 thru 3-18-59. Their services were performed in a very commendable fashion. b6

DEM:td (4)

Original filed in 67-528 050-46

138  
2 APR 3 1959



This case was most effectively supervised at the Seat of Government by SA Anthony P. Litrento. Litrento followed the case very closely, issued constructive suggestions to the field and his work played a very important part in the successful interview conducted of subject.

Section Chief William A. Branigan gave outstanding direction and guidance to this investigation and played a very material part in the determining of policy with regard to the investigation and subsequent interview.

During the interview of subject, he furnished information concerning a very sophisticated cipher system he used in communicating with his Soviet superiors and he also furnished detailed information concerning secret writing, the development of cipher writing, and the preparation of micro dots. SA I. Woodrow Newpher of the Laboratory came to discuss this extremely complicated material with subject and obtained full details which are of extreme importance to the Bureau. Newpher did a most commendatory job in this connection.

RECOMMENDATIONS:

(1) That SA [redacted] Detroit, be commended for his alertness and effective investigation which resulted in the location and identification of a Soviet illegal agent in the U.S. b6

(2) That the Detroit, Minneapolis and Milwaukee Offices be commended for their excellent handling of this most important investigation and that the Special Agents in Charge be instructed to place copies of the letters of commendation in the personnel files of the many Agents who performed such commendable work on this case.

(3) That SAC Fults and ASAC Purvis, Milwaukee, be commended for their efficient over-all handling of this investigation leading up to the interview on 3-9-59 and to their astuteness in connection with the selection of a location at which subject could be properly interviewed.

(4) That SAs [ ] and [ ] of the Milwaukee Office and SAs James P. Kehoe and John J. O'Toole of the New York Office be given letters of commendation for their most outstanding work in interviewing the subject and eliciting detailed information from him concerning his espionage assignment. In connection with the letter to SA Kehoe, SA Kehoe became ill on Sunday morning 3-15-59, and while as of 3-17-59 the final diagnosis had not been made, the doctor indicated there was nothing serious and it might have been a case of exhaustion. It is suggested that in the letter of commendation to Kehoe mention be made of the fact that he worked extremely long hours under great tension, and that the Director is extremely pleased to hear that he is coming along fine. b6

(5) That SAs [ ] Maurice H. Price, John A. Holtzman and [ ] Milwaukee, be commended for their important contribution to the successful interview conducted in this case. It is also recommended that in the letter to SA [ ] mention be made to the fine selection he made in connection with the location of the interview site.

(6) That Special Agent Anthony P. Litrento and Section Chief William A. Branigan receive letters of commendation for their outstanding supervision and direction of this case.

(7) That Special Agent I. Woodrow Newpher of the Laboratory be commended for his work in this case.

ADDENDUM: (3/18/59)

Inspector D. E. Moore was dispatched from the Bureau to Milwaukee to handle the key part in the development of this case, namely the approach to the subject and the subsequent interview. There is no question but that Moore did an outstanding job in planning and execution. He was in charge of the operation and was authorized to make the necessary decisions in what was essentially a very delicate matter. Were it not for the need for economy at the present time, I would recommend Moore and certain of the other agents for meritorious awards, as this was an outstanding accomplishment. I recommend that Moore be given a warm letter of commendation.

A. H. Belmont

All letters of commendation dated 3/20/59—hh

COPY #130  
DATE: March 20, 1959

TO : Director, FBI  
FROM : SAC, Milwaukee (66-922)  
SUBJECT:   b7D  
ESPIONAGE - R

*D. E. Moore*

This letter is for the purpose of recommending commendation for personnel of the Milwaukee office for exemplary performance in connection with captioned investigation. Because of the extensive surveillance involved, it was necessary to utilize the services of a large number of our personnel not only to protect the surveillance itself from possible detection by constant use of the same men, but also in order to assure the handling of other duties of importance. Consequently, this recommendation involves more men than would ordinarily be involved.

From its very inception this investigation was a delicate one, was treated accordingly, and challenged the techniques and investigative know-how of many employees. The Subject was placed under surveillance upon arriving in the Milwaukee Division on February 21, 1959, and remained under constant coverage until the successful termination of the early phase of investigation on March 18, 1959. The first briefing session of participating Agents was held on February 20, 1959. At that session there was a consensus we might have a double agent possibility and would treat the case accordingly. Every facet of the investigation received top priority. As for the surveillance itself, no higher compliment could be paid of the performance of our men than the Subject's own acknowledgment later on that he was not aware he was under surveillance; this despite his habitual tactics of trying to determine whether he was being watched. Subject was covered every minute of the time since he had arrived in the territory and he still, on February 28, 1959, mailed a communication to his principal. This is an eloquent tribute to the success of our efforts. We know by his own statement of the instruction received from his principal to make particular effort to detect surveillance prior to mailing a letter. Furthermore, the surveillance was productive not only in determining the Subject's every move in order to assist the Bureau in coming to an early conclusion as to the manner of handling him, but also in providing anonymous source material of the greatest significance.

SEE ADDENDUM PAGE 4.

2 - Bureau (Registered Mail)  
1 - Milwaukee  
DWF:mcs  
(3)

Original filed in 67-401-1591

1 67 1959

When it came time to approach the Subject, plans had been made in advance which enabled this approach to be completed within a matter of seconds. The secluded spot at which the Subject was subsequently interviewed was of such a nature that it would have been difficult to specify a location more suitable. At this location under the direction of Inspector D. E. MOORE the operation went smoothly at all times and with such success as to have us now think of this investigation as being of incalculable importance to the FBI.

It is my considered opinion that each individual who participated in this investigation did so with an appreciation for the goal to be achieved, and performed in meritorious fashion. I commend, therefore, that the following Agents be commended for the more specific reasons set forth.

#### Successful Physical Surveillance

[REDACTED]  
CLARK, JULIAN G.

[REDACTED]  
DUNN, JOHN T.

[REDACTED]  
GIUNTOLI, LAURENCE J.  
HOLTZMAN, JOHN A.  
HUEBSCH, GEORGE V.

HUHTA, CLIFFORD E.  
JONES, RUSSELL D.  
KENNEY, WARREN J.

[REDACTED]  
MORRIS, DON CHARLES  
REID, ROBERT C.

b6

#### Successful Initial Approach of Subject

Inspector D. E. MOORE  
[REDACTED]

b6

O'TOOLE, JOHN  
FULTS, DANIEL W.

The discreet surveillance of the Subject facilitated this phase of the investigation. This aspect of the matter was handled so deftly that less than thirty seconds time was required for its completion. Outside of the above-mentioned personnel, no one else was aware of the approach.

#### Successful Interview of the Subject

[REDACTED] [REDACTED]  
It is to be noted this phase of the investigation was under the personal supervision of Inspector D. E. MOORE, and was participated in by two Special Agents from New York, namely JAMES P. KEHOE and JOHN O'TOOLE, in addition to SAs [REDACTED] and [REDACTED]. It is

b6

suggested, therefore, that Inspector MOORE's recommendations be obtained regarding SAs KEHOE and O'TOOLE. It might be noted here, also, that SAs [ ] and [ ] took part in the surveillance of the Subject, but were withdrawn from this assignment when the interview became imminent, in order that they might become thoroughly familiar with every detail of the investigation in this and all other offices, preparatory to the interview.

#### Special Service at the Interview Location

b6

[ ]

PRICE, MAURICE H.

The interview location was made possible by the personal friendship of SA [ ] with its owners. On March 2, 1959, SA [ ] and I contacted these people, a man and wife. They hold the Director and the Bureau in very high esteem. They have great admiration for SA [ ]. They cooperated to the fullest in making their summer home available on a confidential basis with no questions asked.

Thereafter, SAs [ ] and PRICE handled a multitude of duties at the location and relieved all of the interviewing personnel of any responsibility other than that of interview of the Subject.

#### Guard Duty

HOLTZMAN, JOHN A.

In addition to participating in the surveillance as noted above, these Agents served as guards each night at the interview site and discharged this assignment in such fashion as to relieve all other personnel of any apprehension.

#### Supervision

This case is supervised on the desk of the ASAC. ASAC PURVIS discharged his supervisory responsibilities in this matter in an excellent manner. He had the exclusive supervision over the sustained surveillance, and the limited available manpower was utilized to the fullest, and most effectively. There were, of course, numerous matters requiring my personal action and decision. While the overall responsibility rested with me prior to the arrival of Inspector MOORE, ASAC PURVIS and I have closely followed each development and have accorded this matter top priority in supervisory attention.

Stenographic Performance

b6

[redacted]  
Because of the manner in which this case developed, it became necessary to have stenographic assistance at irregular hours. [redacted] very gladly offered her services in this connection, and in addition to spending several nights working, she devoted the greater part of two separate weekends to this case. Her attitude and performance were outstanding.

Were it not for the urgent need for economy at the present time in discharging our every responsibility, I would recommend Incentive Awards for several of the employees listed above. I feel sure that in the spirit of complete cooperation and understanding of the Bureau's problems, however, these men will feel honored by the Director's commendation. Therefore, letters are suggested for SAs [redacted] [redacted] MAURICE H. PRICE, [redacted] b6 JOHN A. HOLTZMAN, [redacted] and ASAC JOSEPH D. PURVIS. An individual letter is also recommended for [redacted]

A single letter collectively commending the remaining Agents would be suitable.

ADDENDUM

Bureau personnel mentioned above except [redacted] were commended in connection with their performance in this case on 3-20-59.

b6

The Domestic Intelligence Division concurs with the recommendation of SAC, Milwaukee, that the stenographic assistance rendered by [redacted] which necessitated working at irregular hours, including two separate weekends, is worthy of commendation.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

~~CONFIDENTIAL~~

DATE: March 27, 1959

FROM : MR. D. E. MOORE

cc Mr. Belmont  
Mr. J. P. Mohr  
Mr. D.E. MooreTolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

(U)

SUBJECT: [redacted] ~~ESPIONAGE - R~~

b7D

Remynemo 3-18-59 recommending letters of commendation for personnel for work performed most competently in connection with this matter.

While many Agents handling various phases of the investigation in this case leading up to the interview performed very commendably, it is believed the Resident Agent in Marquette, Michigan, Special Agent [redacted] is worthy of special commendation in that he received information about an individual who might have returned to the Soviet Union many years before and he immediately recognized the possible importance of the information, conducted immediate investigation, and his work enabled subsequent coverage of subject's activities and successful interview. [redacted] alertness is what started us on this case and enabled us to quickly detect an illegal agent.

(U)

b6

Following the successful coverage of subject's activities, he was interviewed starting at 9:00 AM, 3-9-59, by Special Agents [redacted] and [redacted] of the Milwaukee Office and James P. Kehoe and John J. O'Toole of the New York Office. This interview was conducted most efficiently under most trying and nerve racking circumstances and the interviewing Agents were under extreme tension for a considerable period of time. Information was elicited from the subject over a period of 10 days and was done in a most effective manner and the work of these Agents was outstanding. The Agents had to be most alert and under constant strain over a long period of time every day. The end results of the interview were obtaining from the subject detailed information concerning his status as an illegal Soviet agent in the United States, information concerning his training, his assignments, and also information concerning his code, methods of secret writing and so forth.

(U)

RECOMMENDATION:

CLASS. & EXT. BY SP1 ~~SP1~~ 1-22-50  
REASON - FCIM 11, 1-2.4.2 2, 3  
DATE OF REVIEW 1-22-90

In view of the outstanding work performed by SA [redacted] who initially started the investigation in this case and by Special Agents [redacted] Kehoe and O'Toole in interviewing subject, it is recommended they be granted incentive awards in the amount of \$200.00 each.

Enclosures

DEM:td (4)

(see addendum, next page)

b6

SEE ADDENDUM OF ADMINISTRATIVE DIVISION PAGES 2a AND 2b.

Memorandum to Mr. Belmont, 3/27/59

~~CONFIDENTIAL~~

(U) RE:   ESPIONAGE - R *Jex*  
b7D

ADDENDUM BY MR. BELMONT:

Although all of the interviewing agents took a heavy load during this matter, Inspector Donald E. Moore carried the brunt of the prolonged interview with the subject. He was representing the seat of government, made the decisions, and succeeded in gaining the personal confidence of the subject, to the point that success was achieved. There is no question but that the success was due to the perseverance, good judgment, attention to detail, and meticulous weighing of the various factors as the interview progressed. This required constant, unremitting attention over a period of days, with the attendant emotional and physical strain.

I agree with the recommendations for incentive awards to the agents mentioned, and most certainly recommend such an award for Inspector Moore.

A. H. BELMONT



~~CONFIDENTIAL~~

(OVER)



~~CONFIDENTIAL~~

CRD:ksa 3-31-59

ADDENDUM OF ADMINISTRATIVE DIVISION:

The development and handling of this individual who is now operating as a double agent has been outstanding and recognition certainly appears warranted for those primarily responsible for the success attained to date. By memorandum dated 3-18-59 from Inspector D. E. Moore to Mr. Belmont, the agents mentioned in this communication and others were recommended for commendation in view of their exceptional work. All were commended on 3-20-59. In Mr. Moore's memorandum he stated that incentive awards for some of the agents would have been recommended if it were not for the acute shortage of funds at that time. The performances of the agents mentioned in this communication were most substantial and it is felt that they are deserving of incentive awards. Their performances are considered to have been of moderate value and broad application, thus entitling them to awards between \$150 and \$300. (C)

BUREAU RECORDS:

SA [redacted]: EOD 6-6-49 and is in grade GS-12, \$8,810. His services have been satisfactory. During the past three years he has been censured on 3 occasions, the last time being 6-7-56 as it was noted during inspection he had failed to promptly advise an auxiliary office to discontinue its investigation in a Deserter case. Commended on 2 occasions through his SAC, by the Director once and on 3-7-58 received a cash award in the amount of \$150 for contact of a number of highly confidential sources. Rated Excellent on his 1958 annual performance report.

SA [redacted]: EOD 8-9-54 and is in grade GS-11, \$7,270. His record has been entirely satisfactory and he has been commended on 4 occasions and twice through his SAC. Received Excellent on his 1958 annual performance rating. No censures. b6

SA [redacted]: EOD 10-5-42 and is in grade GS-13, \$10,610. During the last three years he has been commended on 2 occasions and censured and placed on probation 3-12-56 for failing to promptly submit a report reflecting the results of his interview with a subject under the Security Informant Program. Removed from probation 6-18-56. Rated Excellent on his 1958 annual performance rating.

SA James P. Kehoe: EOD 3-26-51 and is in grade GS-12, \$8,570. His record has been entirely satisfactory. Commended on 1 occasion and received a cash award 12-5-57 in the amount of \$200 for investigation and conviction of an Espionage subject. Received Excellent on his 1958 annual performance report. No censures.

~~CONFIDENTIAL~~

↓  
(OVER)

~~CONFIDENTIAL~~

ADDENDUM OF THE ADMINISTRATIVE DIVISION CONTINUED:

SA John J. O'Toole: EOD 2-22-43 and is in grade GS-13, \$10,850. His services have been entirely satisfactory. During the past three years he was commended by the Director on 1 occasion and received a cash award 5-27-57 in the amount of \$150 for outstanding work in the contacts of a highly confidential source of information of interest to the Bureau in the security field. Rated Excellent on his 1958 annual performance report.

Inspector Donald E. Moore: EOD 3-10-41 and is in grade GS-16, \$14,430. During the last three years he has been commended on 5 occasions. Censured on 5 occasions. On 9-16-58 censured and placed on probation as it was noted during inspection that a number of Special Agent Supervisors under his supervision were discovered engaged in activities inconsistent to the fact that they had indicated on attendance registers they had begun their official duties. Removed from probation 3-11-59. Received Excellent on his 1958 annual performance rating.

RECOMMENDATION:

That SAs [redacted] and [redacted] of the Milwaukee Office as well as SAs James P. Kehoe and John J. O'Toole, New York and Inspector Donald E. Moore of the Domestic Intelligence Division be approved for incentive awards of \$200 each for their outstanding contributions to the successful development of this double agent. (Amount of awards in line with awards approved for similar performances in the past.)

*Letter and  
Authorization  
4-6-59  
Ogl*

*V.*

*Agree  
J. P. Kehoe  
4/1*

*Agree  
EPC  
5/1  
4/1*

PERMANENT BRIEFS OF SAs [redacted] KEHOE AND O'TOOLE AND INSPECTOR MOORE ARE ATTACHED.

Working hours for SA Moore

Working hours: 9:00 - 5:30  
Lunch period 12:30 - 1:15

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Chas. W. J. [unclear]  
Mr. [unclear] 4:30 pm  
Rout 7-1-59 [unclear]

Chas. rec'd 4-3-59  
at 10:40 am  
[unclear]

~~CONFIDENTIAL~~

April 6, 1959

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

It is indeed a pleasure to advise that in further recognition of your exceptional performance in connection with the investigation of an individual of great importance to the Bureau in the security field I have approved an incentive award for you. The enclosed check for \$164.00 represents an award of \$200.00 less withholding tax.

I am aware of the extreme delicacy of this matter and that you did an outstanding job in discharging your responsibilities. You were most competent in making the many necessary decisions and your perseverance, judgment and attention to detail were certainly of the highest caliber. You contributed a great deal to the success achieved and I want you to know I am indeed appreciative.

Sincerely yours,

Enclosure

1 - Mr. Belmont (Personal Attention) Enclosure

In the event it is not possible for the Director to personally present this award it should be presented by you personally, or should the presentation be unreasonably delayed by your absence, the official acting for you should present it. Re: ☐ Espionage - R.

1 - Mr. Hereford (Sent Direct)

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

AFH:afh  
(5)

MAIL ROOM ☐ TELETYPE UNIT ☐  
67-191804 Award #304-59

APR 3 5 54 PM '59  
REC'D-READING ROOM  
FBI

67-191804-239

b7D

WST  
JC

Mr. Tolson	✓
Mr. Belmont	✓
Mr. DeLoach	✓
Mr. McGuire	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Trotter	✓
Mr. W.C. Sullivan	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

April 8, 1959

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

*W. T. Davis*  
*C. R. Davidson*

Dear Mr. Hoover:

Just a note to again express my appreciation for the award you presented me on April 6th and also to thank you for autographing the photograph taken of us together at that time - it will be indeed treasured.

RECORDED - 145  
Sincerely,

67-191804-240  
Searched ☒ Numbered ☒  
3 APR 13 1959 57

*Donald E. Moore*

Donald E. Moore

(INSPECTOR - DOMESTIC INTELLIGENCE DIV.)

4 APR 15 1959

~~EXP. PROC.~~  
APR 8 1959

*3. CRD*

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*Director - per  
S. J. [unclear]*

Name of Employee: DONALD E. MOOREWhere Assigned: Domestic Intelligence Division, Front Office  
(Division) (Section, Unit)Official Position Title: Inspector GS-16Rating Period: from 4/1/58 to 3/31/59ADJECTIVE RATING: SATISFACTORY  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
InitialsDEM

Rated by:

*[Signature]*  
Signature

Assistant  
Director  
Title

3/31/59  
Date

Reviewed by:

*[Signature]*  
Signature

Title  
Assistant Director

Date  
APR 17 1959

Rating Approved by:

*[Signature]*  
Signature

Title

Date

## TYPE OF REPORT

☒ Official  
☒ Annual

RECORDED

67-191804-241  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
Administrative \_\_\_\_\_  
( ) 60-Day APR 13 1959  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

*WRD 26*  
APR 30 1959

THREE

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

1888

APR 2 1956

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/58 to 3/31/59

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
E (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
E (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
0 (14) Technical or mechanical skills.  
+ (15) Investigative ability and results:
  - + (a) Internal security cases
  - + (b) Criminal or general investigative cases
  - + (c) Fugitive cases
  - + (d) Applicant cases
  - + (e) Accounting cases0 (16) Physical surveillance ability.

- + (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
+ (19) Reporting ability:
  - + (a) Investigative reports
  - + (b) Summary reports
  - + (c) Memos, letters, wires
 (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail.)  
0 (20) Performance as a witness.  
E (21) Executive ability:
  - + (a) Leadership
  - + (b) Ability to handle personnel
  - + (c) Planning
  - + (d) Making decisions
  - + (e) Assignment of work
  - + (f) Training subordinates
  - + (g) Devising procedures
  - + (h) Emotional stability
  - + (i) Promoting high morale
  - + (j) Getting results0 (22) Ability on raids and dangerous assignments:
  - + (a) As leader
  - + (b) As participant+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
+ (25) Miscellaneous. Specify and rate:  
+ Dictation ability +  
+ **Capability for additional responsibility**

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security - administrator

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Desk man - Inspector - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: SATISFACTORY  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

DEW



RE: DONALD E. MOORE

PART I - GENERAL COMMENTS

Inspector Moore has continued as Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division, during the rating period. He has also taken charge of the Division in a very capable manner on occasions, during the absence of the Assistant Director.

Moore makes an excellent appearance and impression as a Bureau official. In his capacity as Inspector in the Domestic Intelligence Division, he supervises some of the most complicated and difficult investigations in the espionage and security field. As a consequence, he is constantly faced with the need to make decisions of far-reaching effect. His judgment and analytical ability have been outstanding. He recognizes that it is essential to have a close understanding between the field and the seat of government, to accomplish the maximum results in the investigative field. Therefore, while he has exercised tight control on the field, he has also strongly encouraged teamwork between the field and the seat of government.

He has an excellent knowledge of over-all Bureau policy, coupled with an understanding and knowledge of investigative procedures. He is thoroughly loyal to the Bureau and the Director. He stands up well under pressure and seeks out responsibility. His personal convenience is secondary, and he volunteers for difficult assignments.

On 3/20/59 he was commended for excellent performance in planning and executing a highly sensitive matter of great importance to the Bureau. This was in connection with an illegal Soviet agent, and the successful results obtained were directly due to the perseverance, judgment, tact, and staying powers exhibited by Moore.

Mr. Moore is rated SATISFACTORY solely because he was on probation during a portion of the rating period. Aside from this his performance has been excellent in every respect.

Employee's  
initials DEW

PART II - SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

N.A.

2. Experience and Ability as Inspector's aide

Mr. Moore is an Inspector

3. Participation in Informant Programs

He has shown excellent results in an administrative capacity in the development of informants and double agents.

4. Testifying Experience and Ability

N. A.

5. Disciplinary Action

On 6/19/58 he was censured for inadequate handling of information regarding alleged improper activities of American citizens abroad.

From 9/16/58 to 3/11/59 he was on probation as the result of delinquencies discovered during the inspection of the Division. He was removed from probation on 3/11/59 as the weaknesses had been corrected and in view of his excellent attitude.

6. Accounting Information

N. A.

7. Police Instruction

N. A.

8. Sound Training

N. A.

Employee's  
initials

DM

PART II - SPECIFIC COMMENTS (Continued)

9. Resident Agents

N. A.

10. Foreign Language Ability

Spanish (poor)

11. Administrative Advancement

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
- b) Agent is completely available for administrative advancement - Yes ☒ No ☐
- c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐ <sup>ly</sup>
- d) Agent has potential for future administrative advancement - Yes ☐ No ☐

Mr. Moore has an excellent combination of investigative experience and insight, coupled with an over-all knowledge of Bureau policy and sound judgment. These factors qualify him for further advancement in the Bureau.


- 2 -

Employee's

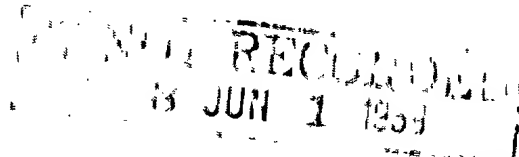
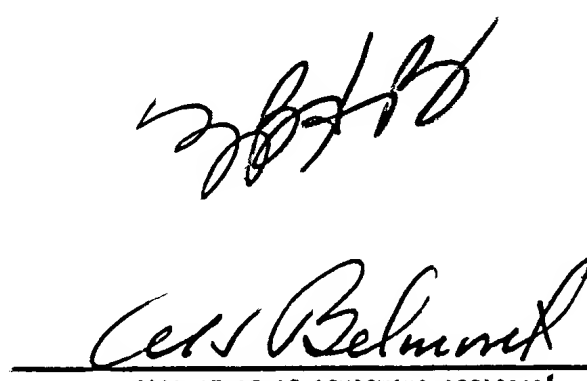
initials DM

## PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) <b>MOORE DONALD E</b>		DATE <b>6/1/59</b>
DIVISION AND SECTION ASSIGNED <b>DOMESTIC INTELLIGENCE - F.O.</b>	POSITION TITLE <b>INSPECTOR</b>	
THIS IS TO CERTIFY THAT I PRESENTLY <input checked="" type="checkbox"/> HOLD <input type="checkbox"/> DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.		
PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) <b>COMMONWEALTH OF VIRGINIA</b>	PERMIT NUMBER <b>06 1203</b>	PERMIT EXPIRES <b>7/31/60</b>
THIS IS AN <del>UNRESTRICTED</del> (RESTRICTED) PERMIT. (IF RESTRICTED, EXPLAIN BELOW) (STRIKE OUT ONE) <b>GLASSES REQUIRED</b>		
THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY <u>25,000</u> MILES. DURING THIS TIME (A) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I <input type="checkbox"/> HAVE <input checked="" type="checkbox"/> HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.		
* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.		 SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL) <b>BELMONT, ALAN H.</b>	POSITION TITLE <b>Assistant Director</b>	DATE <b>6/1/59</b>
THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:		
<input checked="" type="checkbox"/> CONTINUOUS SAFE DRIVING RECORD <input type="checkbox"/> INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **		
I CERTIFY THAT THIS EMPLOYEE IS:		
<input checked="" type="checkbox"/> QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS. <input type="checkbox"/> NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.		
REMARKS:		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>130</b> </div> <div style="text-align: right;">           (SIGNATURE OF REVIEWING OFFICIAL)       </div> </div>		
** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.		

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Kerne*

DATE: June 1, 1959

FROM : A. H. BELMONT

SUBJECT: DONALD E. MOORE  
ERRORS

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

In accordance with instructions contained in a memorandum to all Bureau officials and Supervisors dated April 4, 1957, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period October 9, 1958, through May 29, 1959, Inspector Donald E. Moore had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

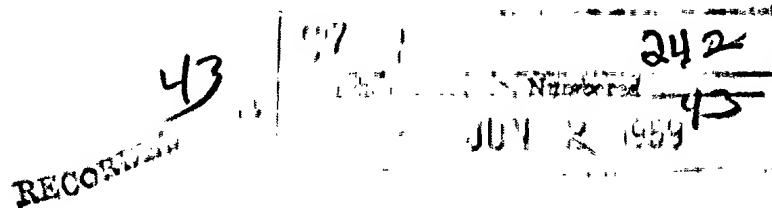
I have discussed these errors with Inspector Moore and have emphasized the necessity of his reviewing mail even more carefully in the future.

## RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Inspector Moore.

1- Belmont  
1- Mohr

AHB:eb



Ltr. to Mr. Moore

6/2/59

JTW:ph

JUN 8 1959

L I I  
JUN 10 1959

JUN 10 1959

3/197

June 2, 1959

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

In the recent past a number of nonsubstantive errors appeared in various items of official correspondence reviewed and approved by you and you did not review this mail with sufficient care and thoroughness.

Hereafter, it will be necessary for you to give more thorough attention to the review of Bureau correspondence so that you will not again be chargeable with such errors.

Very truly yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

MAILED 30

JUN 2 - 1959

COMM-FBI

1 - Mr. Belmont (Personal Attention)

1 - Domestic Intelligence Division Personnel File

TJN:pah  
(5)

Based on memo Mr. Belmont to Mr. Tolson 6/1/59, AHB:eb.

Tolson  
Belmont  
DeLoach  
McGuire  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
W.C. Sullivan  
Tele. Room  
Holloman  
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6-4-59

I certify that I have received the following Government property for official use:

*returned*

D. C. Official Parking Permit, Expires 6-30-60

RETURNED

✓  
D. C. Official Parking Permit, Expires 6-30-59

FILE

3-M

PER LE

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

Very truly yours,

(Written  
Signature)

*Donald E. Moore*

(Typed  
Signature)

Donald E. Moore

35

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 7/1/59

FROM : A. H. Belmont

SUBJECT: DONALD E. MOORE  
Inspector, GS-16  
Domestic Intelligence Division

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Moore is Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. In this capacity he administers the Espionage, Nationalities Intelligence, and Central Research Sections of the Division.

Without question, some of the most vital work performed by the Bureau today is in the counterespionage field. The problems posed by the activities of foreign intelligence services in this country are many and varied, considering the intense activities of the Soviet bloc and the heavy security safeguards the Soviet bloc intelligence maintains against penetration and infiltration. Despite these factors, the Bureau has definitely forged ahead in its offensive against these elements. Mr. Moore has contributed heavily to our progress in this respect. He has shown intense interest, alertness to exploit incidents to the advantage of the Bureau, and has constantly generated enthusiasm in our programs.

Moore has above average judgment and a sound knowledge of field and investigative procedure. Because of this he has been selected on occasion to directly supervise in the field highly important espionage cases. He made an outstanding contribution within the past few months in the detection of a Soviet illegal agent and the development of this individual as a double agent for the Bureau.

Mr. Moore takes over the running of the Division in the absence of the Assistant Director and Inspector Sizoo, and has repeatedly shown himself capable in this respect. He is a career employee who is thoroughly loyal to the Director and the Bureau, and has shown himself capable of handling Bureau affairs with persons on the outside at any level.

In view of the heavy responsibilities and sustained performance of Mr. Moore, I respectfully suggest that at such time as funds are available he be considered for reallocation to Grade GS-17.

35 Enclosure  
AHB:CSH (2)

RECORDED - 138

Over - Administrative Division Addendum

1 JUL 20 1959



ADDENDUM OF ADMINISTRATIVE DIVISION - 7/9/59 - EJI:gt

Inspector Moore entered on duty 3/10/41 and is presently in Grade GS-16, \$14,430 per annum. He has been in Grade GS16 since 9/8/57. He served in several field offices, as a Supervisor at the Seat of Government and as ASAC in Detroit and New York prior to his transfer to the Domestic Intelligence Division on 10/14/56. His Bureau record has been above average. On 9/16/58 he was censured and placed on probation because of the activities of Special Agent Supervisors in the Domestic Intelligence Division who had been discovered engaging in improper practices after they had officially signed the attendance registers. On 11/12/58 he was continued on probation as a result of weaknesses discovered during the inspection of the Domestic Intelligence Division. He was removed from probation on 3/11/59 as a result of the recheck inspection which reflected entirely satisfactory performance on his part. Inspector Malone who made the recheck inspection said he displayed an excellent knowledge of his duties and had made adequate checks to insure that employees under his supervision were gainfully employed at all times. Mr. Belmont rated him Satisfactory 3/31/59 and stated he had an excellent knowledge of over-all Bureau policy, stood up well under pressure and placed the Bureau's work before his personal convenience. He was afforded a cash award in the amount of \$200 on 4/6/59 for his exceptional performance in an espionage case of major importance. He was censured 6/2/59 for failing to discover a number of errors in correspondence he had reviewed. The Satisfactory rating on 3/31/59 resulted from the fact that he was on probation during a substantial part of the rating period, it being noted Mr. Belmont commented that other than that his performance had been excellent in every respect.

The latest physical examination report for Inspector Moore dated 12/5/58 reflects he was 6'1" tall, weighed 189 pounds with a large frame. The desirable range for one of his height and frame is 174 to 191 pounds.

RECOMMENDATION

The Administrative Division agrees with the Domestic Intelligence Division that Inspector Donald E. Moore be reallocated to Grade GS-17 at this time.

APC  
7/10

I agree  
7/10  
J. Edgar Hoover  
7/10

I suggest  
reconsideration  
on 1-1-60  
7.10

WJG

Tickler let to  
reconsider  
7/10/59

concur.  
H

PERMANENT BRIEF OF SA MOORE'S FILE IS ATTACHED.

August 7, 1959

Mr. Alan H. Belmont  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Belmont;

I am pleased to commend, through you, my associates in the Domestic Intelligence Division who made such material contributions to the success of an operation in the security field of extreme importance to our country.

I was very impressed with the aggressive, alert and competent manner in which they discharged their responsibilities of directing and guiding the activities of the field in order that this undertaking could be carried out with the highest degree of success. They displayed outstanding judgment and intelligence in meeting and overcoming the many difficulties which are inherent in an operation of this nature and their services were in keeping with the finest traditions of the Bureau. I want you to convey my sincere appreciation to them.

Sincerely yours,

1-Mr. Belmont (Personal Attention)

Re:  b7D

AFH:hwc  
(9)

(over)

DUPLICATE YELLOW

Mr. Alan H. Belmont  
Washington, D. C.

Place copy of this letter in files of following  
personnel:

Chas A. Ezell  
M. W. Kuhrtz  
William A. Branigan  
/ D. E. Moore  
Joseph A. Sizoo

DIRECTOR, FBI

7/20/59

SAC, WFO

[REDACTED] b7D

Attached are recommendations for incentive awards and commendations for employees of this office who participated in the operation of [REDACTED] as a double agent and also in his defection during the night of 7/24-25/59. A total of 49 employees participated in this operation on the night of 7/24-25/59. Specific letters of commendation are being recommended for those Agents who did outstanding work. Other Agents who handled routine assignments during the operation, but whose efforts contributed to its success, are having this fact noted in their personnel folders. While they did good work, it is not felt their performance was such that would necessitate special recognition by the Bureau.

b7D

A specific recommendation is attached concerning the outstanding performance of Miss [REDACTED] of the Bureau Health Service.

b6

I wish to acknowledge and express my sincere appreciation for the excellent cooperation, assistance and guidance afforded this office by employees and officials of the Administrative, Domestic Intelligence and Laboratory Divisions. Employees and officials in these various divisions gave unsparingly of their time and efforts in order to make this operation a success. Without their assistance and guidance, this operation could not possibly have been carried out. It is respectfully suggested that the heads of these Divisions make recommendations concerning commendations and awards.

For the information of the Bureau, I personally handled the over-all supervision and participated in the planning of instant defection operation on 7/24-25/59. During the pertinent period, I was with SAs [REDACTED] and LONDON L. McDOWELL in the panel truck surveilling the Embassy and together with SA [REDACTED] obtained certain intelligence information which had been removed from the Embassy by the informant. This was obtained by me under the circumstances and conditions as set forth in the write-up on Mr. [REDACTED]

b6

7 Bureau (Enc. 14)

2 WFO  
JUN 2 1959

86

SEE ADDENDUM BEGINNING PAGE TWO

b7D

ADDENDUM CJV:akw 7-29-59:

b7D

Operation involving informant began February, 1957. He was [redacted] and was [redacted]

[redacted] Anonymous letter was prepared by Special Agents of FBI and sent to Czech Embassy which it was later determined triggered his decision not to return to Czechoslovakia at such time as he was ordered home. A fictitious double agent operation was instituted early in this operation wherein informant advised Czech military intelligence headquarters that he had developed a U.S. Army officer and was operating him as an agent. Through this fictitious operation, military information which Joint Chiefs of Staff desired to be planted in the Soviet bloc was passed. Informant was able from February, 1957, until 7-25-59, when he defected, to provide the Bureau with very valuable information regarding Czech codes, military plans, intelligence targets and information available to Czechs re U.S. military plans and operations. During the entire operation, his marital life has been one series of violent explosions which necessitated clever and at times ingenious handling on the part of Bureau personnel involved in this operation. In January, 1959, it was determined he would, within a matter of weeks, be ordered to return permanently to Czechoslovakia, and a plan was devised whereby his assistant was declared persona non grata, thereby leaving him as the only Czech military representative in the U.S. and prolonging his utilization by the Bureau for at least an additional six months of operation. Informant was successfully defected on the morning of 7-25-59, at which time he departed the Czech Embassy with over 50,000 official documents. Included among these documents were 48 cipher pads and location of Czech intelligence drops. Defection and departure from Czech Embassy were performed under the most dangerous and arduous conditions requiring excellent judgment and cool and clear thinking at all times.

SA From its inception, the contacting agent with the informant was SA Landon L. McDowell who, by his guidance, understanding and ability to completely win the confidence of the informant, was able to defect him in a manner which resulted in producing maximum intelligence benefits to the U.S. Government.

SA From February, 1957, until October, 1958, SA Malcolm G. Mueller was the alternate contact with the informant. He won the confidence of the informant and was of inestimable value in relieving SA McDowell of many administrative details re handling of case. He served as the "double agent" in the fictitious intelligence operation which was set up for the informant and in the final phases of this operation was utilized as a passenger in the taxicab which picked up informant as he departed from the Czech Embassy with a number of valuable documents in his possession.

From October, 1958, until informant's defection, SA [ ] was assigned as the alternate contact with informant and served as the "double agent" in the fictitious operation. He participated in numerous contacts with the informant, was of inestimable value in relieving SA McDowell of many administrative details and was responsible for analyzing and preparing material disseminated in this matter. He too participated during the night of informant's defection, assisted in the planning of the over-all operation and was an important factor in the settling of informant, informant's wife and children at the safe house upon consummation of this operation.

SA [ ] is the security coordinating supervisor in WFO and has had the over-all supervision of this case since its inception. He has displayed great ingenuity in devising some of the phases of this operation, made innumerable suggestions of inestimable value, provided expert instruction and direction in the handling of this case, and he assisted in the removal from the Embassy area of voluminous material taken out by the informant. Under the most trying conditions, he functioned in a cool, calm and collected manner which assured the successful defection of the informant.

SA [ ] assumed the duties of staff supervisor in April, 1959, which included the immediate and personal supervision of this operation. He participated in drawing up the detailed plans of the defection. He has been responsible for following detailed operational matters in connection with this case on a day-to-day basis and for organizing the numerous phases of the operation surrounding informant's defection. This included preparation for the safe house to take informant and his family to, extensive surveillances of all Czech personnel and coordination and maneuvering of the 69 Special Agents and one matron involved in the operation during the night of defection. During the critical hours of the informant's departure from the Embassy he played a key role in the general vicinity of the Embassy and showed exceptional alertness and boldness in assisting informant after he dropped out of the window from the Embassy. By bold and alert action, he personally supervised the successful removal of informant's personal possessions from his residence during daylight hours and after informant's defection without incident.

SA John V. DeNeale drew up the surveillance plan, surveyed the automotive and technical needs for the operation during the night of defection and participated in the removal of the personal effects of the informant from his former official residence. SAs [ ] and [ ] were in charge of moving the informant's personal property from his former residence, entered it surreptitiously and removed items belonging to the informant and his family under

trying conditions and without incident. SA [redacted] was in charge of the lookout immediately across the street from the Czech Embassy and was responsible for the control and assignment of the 28 separate Bureau cars involved in physical surveillances handled throughout the day prior to defection and throughout the night and immediate period following the defection. He was in charge of all communications involved in this defection and for the maintenance of appropriate logs and records of this operation. His mission was successfully accomplished and without perfect communications this operation could not have been successfully consummated. SA Peter J. Murphy, Jr., prepared the safe house for the arrival of informant and his family, purchased the necessary food and made it attractive to the informant's wife and family in order that they might feel at home and relaxed after making a break with their former country, which naturally resulted in a great emotional crisis for the informant's wife and children. His outstanding personality and understanding of the problems of this family made for a successful transition by the informant and his family and has resulted in very amicable relations being established. SAs Robert L. Scharf and Ernest J. Landreville were responsible for the processing of the voluminous material obtained by the informant. They devised a system of sorting and indexing and with the assistance of the Bureau's Mechanical Section completed photographing and developing over 50,000 documents in less than twelve hours.

In order to fully protect the informant and the Bureau's interest in this operation, it was necessary to institute surveillances of all Czech Embassy personnel during the daylight hours of 7-24-59 and to maintain such surveillances throughout the period the informant was within the Embassy and immediately following his departure with the valuable documents. This was a tedious and exacting assignment which had to be successful in order that no Embassy personnel could drop in at the Embassy without warning and compromise the informant and the acts which he was performing under our guidance. The agents who displayed outstanding surveillance ability during this period are the following: [redacted] b6

Charles E. LeClair; [redacted] and [redacted]

#### RECOMMENDATION OF SAC, WFO

SAC, WFO, makes the following recommendations re incentive awards: SA McDowell \$500, SA Mueller \$200, SA [redacted] \$300, Supervisor [redacted] \$500 and SA [redacted] \$400. In addition, SAC, WFO, recommends the following agents receive letters of commendation: SA [redacted] SA LeClair, SA [redacted] SA [redacted] SA [redacted] SA [redacted] SA DeNeale, SA Murphy, SA [redacted] SA [redacted] SA Scharf and SA Landreville. b6

RECOMMENDATIONS OF DOMESTIC INTELLIGENCE DIVISION:

Domestic Intelligence Division concurs with recommendations of SAC, WFO, relative to the above-mentioned incentive awards and letters of commendation.

Ja In addition to the above recommendations the SAC, WFO, recommended a \$250 incentive award for SA [redacted] of the Domestic Intelligence Division. SA [redacted] was the staff supervisor in WFO who had immediate supervision of this case from August, 1958, until his transfer to SGO on 4-2-59. During that period he demonstrated an exceptional quality of perceptiveness and analytical thinking. It was under his guidance and supervision that the majority of the code and cipher material was obtained in the Fall of 1958. He closely supervised and kept this case under control without incident or embarrassment to the Bureau during the delicate periods when an abortion was performed on informant's wife; persons non grata action was taken against informant's assistant [redacted] when [redacted] was becoming a psychopathic case and could have compromised this case; and during the period when Major [redacted] whose name was used in the fictitious operation the Czechs were advised of by informant, became apprehensive about his career and began to complain to Army Intelligence, who cooperated with us in this matter. b6

In view of his sound guidance, control and supervision of this case while a WFO supervisor, Domestic Intelligence Division agrees with SAC, WFO, recommendation that SA [redacted] be awarded \$250.

Btl From its inception, SA M. W. Kuhrtz of Liaison has been instrumental in successfully and effectively coordinating activities pertaining to this operation between ACSI and USIB. Informant contacted General Robert Schow, ACSI, at the time he decided to cooperate with the U.S. Government and SA Kuhrtz exercised good judgment and displayed initiative and tact in arranging for the Bureau to handle informant as a double agent. In recent weeks, SA Kuhrtz has effectively handled liaison with the USIB and even though a large number of high-ranking persons in the U.S. Government had to be advised in advance of informant's defection, no leaks occurred. This is directly attributable to the excellent manner in which SA Kuhrtz handled his duties. Therefore, it is recommended SA Kuhrtz receive a letter of commendation.

Btl Also [redacted] of the Bureau's Health Service was designated to act as nurse-matron at the "safe house" during the period 7/24-25/59. When the informant's children arrived at the house, Miss [redacted] detected that the three year old was ill and suffering from a throat and ear infection. She administered to the child and recommended a doctor be called. This was done and by the following day the child was well on the way to recovery. Miss [redacted] refused relief until the child's condition was normal. She assisted



materially in calming informant's wife and in giving care and attention to his family in an hour of great emotional strain and transition from a captive communist society to a free society.

In view of her high devotion to the principles of the nursing profession and her outstanding performance which contributed greatly to the success of this operation, it is recommended Miss [ ] receive a letter of commendation. b6

JA SAC James H. Gale took charge of WFO on 5-11-59. Since that time, he has taken an active part in the formulation of the plans leading up to the informant's defection. He has contributed timely and pertinent suggestions and taken a positive and aggressive approach to the problems at hand, which approach instilled an air of confidence and assurance in all personnel involved and led to the successful consummation of this defection. SAC Gale personally handled the over-all supervision and participated and gave on-the-spot supervision at the time of defection. He was in the panel truck near the Embassy throughout the operation during the period of 7/24-25/59 under close, uncomfortable and trying conditions, but despite these handicaps gave excellent direction and guidance. SAC Gale personally took part in moving the material the informant dropped out of the Embassy into the panel truck under the most trying conditions and without any incident.

In view of SAC Gale's splendid performance in the case, it is recommended he be granted an incentive award of \$300.

WFO Letter to Director FBI

7/28/59

RE: [REDACTED] b7D

**ADDENDUM (OAE:hmm 7/29/59):** The successful defection of this informant has evoked many commendatory statements from high-ranking officials of other Government agencies indicating that the information received and disseminated from this operation was of outstanding value to the U. S. Government, was well written and apparently prepared with great care. This operation was the most sensitive and most valuable in our operations in the Soviet-bloc category. The informant was operated as a "defector in place" which represents the ultimate in intelligence objectives. This defection, with the wealth of material obtained, represents a distinct accomplishment for the Bureau.

*JA* There is attached a memorandum from Branigan to Belmont dated 7/28/59 covering in detail the excellent supervision of this operation at the Seat of Government on behalf of Supervisor [REDACTED] recommending (1) that he be considered for promotion to grade GS-14, and (2) if this is not possible at this time, [REDACTED] be given an incentive award in the amount of \$400. b6

*Letter* This case, since its inception, has been handled in the Satellite Unit of the Espionage Section under the immediate supervision of Special Agent Joseph J. Meehan, Supervisor in Charge. Meehan has made many constructive suggestions and given close analytical thinking to this delicate operation based on his keen insight and detailed knowledge of satellite intelligence, including Czechoslovak work. During the early morning of July 25, 1959, Meehan acted as coordinator in the handling of numerous documents informant obtained, being alert for pertinent material requiring prompt attention.

**RECOMMENDATION:**

Recommend a letter of commendation be forwarded to SA Meehan.

*Letter* **ADDENDUM (AHE:hmm) 7/29/59:** Section Chief William A. Branigan has had over-all responsibility for the supervision and direction of this delicate operation insofar as the Espionage Section is concerned. He has afforded this unique operation his personal supervision, working closely with field personnel to protect

Enclosure

WFO Letter to Director FBI

7/28/59

RE:  b7D

ADDENDUM (AHE:hmm) 7/29/59 (Continued):

the security of the operation as a "defector in place." He has participated in conferences, exhibiting a clear analysis of the over-all situation, being constantly aware of Bureau policies and objectives in helping to set policy with constructive guidance. Throughout this operation Branigan has endeavored always to seek the ultimate net advantage to U. S. intelligence, yet skillfully staying within the confines of the jurisdiction of the Bureau.

*Letter* Close supervision and constructive suggestions, particularly with regard to dissemination have been made by Supervisor Otho A. Ezell, the No. One Man of the Espionage Section. While the Section Chief was on leave during the week preceding the defection, this operation from Section level was under direct supervision by Ezell. He took hold with enthusiasm to see that over-all planning was in order and that advance dissemination matters be prepared where possible. He was on duty beginning 5:15 a.m., 7/25/59, during the final stages rendering assistance and participating in the evaluation of the problems that arose during the day.

*Letter* Inspector D. E. Moore in charge of Espionage and Central Research has likewise afforded this operation close personal direction, has participated in conferences voicing many worthwhile suggestions. Mr. Moore has always seriously considered the unusual and aggressive recommendations made by the Espionage Section carefully, weighing the risks involved with expected results, balancing the possibilities of embarrassment and international repercussions should something go wrong before approving such recommendations. Moore afforded this operation his personal direction during the early hours of 7/25/59, prior to his departure on annual leave, being constantly on the alert to any situation which might cause embarrassment to the Bureau.

*Letter* Inspector Joseph A. Sizoo, in my absence, maintained the Division supervision over this operation which required close coordination of activities with the Washington Field Office together with Seat of Government supervisory interests in this and other Divisions. He passed on and made Bureau decisions on Saturday (7/25/59) and Sunday (7/26/59) relating to problems arising with the Washington Field Office and Czechoslovak protest matters with the State Department as this operation was breaking.

WFO Letter to Director FBI

RE:

b7D

7/28/59

**RECOMMENDATION:**

For the reasons set forth above, I recommend that letters of commendation be directed to Supervisor O. A. Ezell, Section Chief William A. Branigan and Inspectors Donald E. Moore and Joseph A. Sizoo.

COPY #136  
7-30-59

TO : MR. MOHR  
FROM : W. S. TAVEL  
SUBJECT:  b7D

D E Moore

INCENTIVE AWARD AND  
COMMENDATION MATTER

C. Ray Davidson  
CRDAPH

**PURPOSE:** To advise of recommendations received from Washington Field office (WFO), Domestic Intelligence Division (DID), and the Laboratory for 8 incentive awards and 29 letters of commendation for contributions to the development of captioned informant as a double agent and his eventual defection as military attache from the Czech Embassy on 7-25-59.

**BACKGROUND:** This operation began in February, 1957, when it was determined that informant was having illicit affair with another employee of Czech Embassy. Anonymous letter prepared by Special Agents of Bureau sent to Embassy which subsequently triggered his decision not to return to Czechoslovakia at such time as he was ordered home. A fictitious double agent operation was instituted whereupon informant advised his superiors that he had developed a U. S. Army officer and was operating him as an agent. Through this operation military information which Joint Chiefs of Staff desired to be planted in Soviet bloc was passed. Informant provided Bureau with valuable information regarding Czech codes, military plans, intelligence targets, etc., from 2/57 until defection on 7-25-59. During this entire operation his marital life was one series of violent explosions which necessitated clever and ingenuous handling on the part of Bureau personnel. His stay in U.S. was prolonged by ingenuous plan to have one of his assistants declared persona non grata. He successfully defected on morning of 7-25-59 at which time he departed the Czech Embassy with over 50,000 documents. Defection and departure performed under most dangerous and arduous conditions requiring judgment and cool, clear thinking on part of entire personnel participating in operation.

**JUSTIFICATION FOR INCENTIVE AWARDS:** The following agents made the most substantial contributions to the development and handling of this double agent and his eventual defection. The files of these agents have all been reviewed and reflect that they all have very fine records and there appears no reason why they should not be approved for incentive awards. The amount of awards recommended by SAC, WFO and/or DID is parenthetically set out opposite their names. SOG Supervisor  was recommended for promotion to grade GS-14 and if not possible was recommended for and incentive award; b6

(2)

Original Filed in 67-286-3131

CRD:jma  
ENCLOSURES

132 1 AUG 25 1959

Memorandum Tavel to Mohr

RE: [REDACTED]

b7D

SA LANDON L. McDOWELL (\$500): Contacting agent with informant since inception. His guidance, understanding and persuasiveness were primarily responsible for informant's defection. (Received \$500 incentive award 1-29-58 for outstanding work in original development of this informant.

SA MALCOLM G. MUELLER (\$200): From 2/57 until 10/58 was alternate contact with informant. Was of inestimable value in relieving SA McDowell of many administrative details. Served as "double agent" in fictitious, intelligence operation and was utilized as passenger in taxicab which picked up informant as he departed from Czech Embassy.

SA [REDACTED] (\$300): From 10/58 to 7-25-59 was assigned as alternate contact with informant and served as "double agent" in fictitious operation. Participated in numerous contacts with informant and was of inestimable value in relieving SA McDowell of many administrative details. Assisted in planning over-all defection operation and was important factor in settling of informant, his wife and children at safe house.

SA [REDACTED] (\$500): Security Coordinating Supervisor, WFO, has had over-all supervision of case since inception. Has displayed great ingenuity in devising some phases of operation. Made innumerable suggestions of inestimable value and provided expert instruction and direction. Assisted in removal of voluminous material from Embassy area when informant defected. Done under most trying conditions. b6

SA [REDACTED] (\$400): Assumed duties of Staff Supervisor in WFO April, 1959, which included immediate and personal supervision this operation. Participated in drawing up detailed plans and was responsible for following detailed operational matters on day-to-day basis and organization of numerous phases of operation surrounding informant's defection. By bold and alert action he personally supervised successful removal of informant's personal possessions from his residence after informant defected.

SA [REDACTED] (\$250): SOG Supervisor, was Staff Supervisor in WFO and had immediate supervision of case from 8/58 to 4/2/59. Demonstrated exceptional perceptiveness and analytical thinking. Under his guidance and supervision majority of code and cipher material was obtained through informant in Fall, 1958. He closely supervised and kept case under control without incident or embarrassment notwithstanding major activities during period of supervision.

SAC JAMES H. GALE (\$300): Since assignment as SAC, WFO, on 5-11-59 has taken an active personal part in formulation of plans leading up to informant's defection. Has contributed timely and pertinent suggestions and has taken positive and aggressive approach to problems at hand.

Responsible for instilling air of confidence and assurance in all personnel involved and led to the successful consummation of this defection.

Memorandum Tavel to Mohr  
RE: [REDACTED]

b6  
b7D

SOG SUPERVISOR [REDACTED] (\$400): Has had direct personal supervision of this case since 8-28-58. Has demonstrated sound judgment in maintaining security of informant as a "defector in place" and at the same time has attained the delicate balance between security and maximum utilization and dissemination of data obtained. Handled matter most skillfully in spite of problems involved. Has furnished sound and original thinking to the field for its guidance. Responsible for tremendous volume of disseminated material in this case through White House, Vice president, and other high-placed Government officials. He proposed a general defection plan with details of which were worked out in conference and put into operation on the morning of 7-25-59. Success of operation attributed in a large measure to [REDACTED] capable supervision. b6

JUSTIFICATION FOR COMMENDATION: SAC, WFO recommended 15 agents for commendation each of whom played a prominent part in this major operation. These recommendations appear justified. Also recommended commendation for Miss [REDACTED] Bureau nurse, who acted as nurse-matron at the "safe house" during period 7/24-25/59.

DID recommended commendation for Section Chief William A. Branigan, Supervisor Otho A. Ezell, and Inspectors D. E. Moore and Joseph A. Sizoo. Also recommended for commendation was SA M.W. Kuhrtz of the Liaison Section who has been instrumental in successfully and effectively coordinating activities between ACSI and USIB. Each of foregoing played prominent part in handling of Bureau's responsibilities in this operation and appear justified.

Assistant Chief of Staff-Intelligence  
U.S. Intelligence Board

Laboratory recommended commendation for two agents; one photographer, one Laboratory Aide, three Translators and Section Chief Downing for vital contributions to handling of material procured as a result of informant's defection. Each appears deserving.

RECOMMENDATIONS:

1. In view of the major contributions made by SA Landon L. McDowell of the WFO in the handling and direction of this informant, it is recommended that he be approved for a cash award of \$400.

I agree  
JP M  
7/30

I agree  
7/30

OK T pe ERC  
H 7/30

-3-

CKS reg 4 30 pm down  
Mr. Ror en 8/4-59 lh  
oks rec'd 3 30 pm 8/6/59 lh

Memorandum Tanel to Mohr

RE: [redacted] b7D

2. In view of the material contributions made by the following, it is recommended that each be approved for a cash award of \$200:

SA Malcolm G. Mueller, SA [redacted], SA [redacted]  
SA [redacted], SA [redacted], SAC James H. Gale.

I agree  
JPM  
7/30

I agree  
7/30  
FH

OK  
H

I agree  
T per ERC  
7/30

Letter &  
Authorizations  
8-7-59 afh

b6

3. Inasmuch as SOG Supervisor [redacted] has been a Bureau supervisor for less than three years and was censured in 1958 for delinquencies detected during inspection of DID, it is recommended that he not be approved for promotion to Grade GS-14 at this time but be approved for a cash award of \$200.

I agree  
JPM  
7/30

I agree  
7/30  
FH

OK  
H

I agree  
T per ERC  
7/30

Lettr & auth  
8-7-59 afh

4. That the following agents of the WFO be commended for the substantial contributions made by them to the success of this operation:  
SA [redacted], SA [redacted], SA Charles E. LeClair, SA [redacted], SA [redacted], SA [redacted], SA John V. DeNeale, SA Peter J. Murphy, Jr., SA [redacted], SA [redacted], SA Robert L. Scharf, and SA Ernest J. Landreville.

b6

Suggest they all be commended as a team operation by letter to SAC.

JPM 7/30

yes H

Done  
8-7-59 afh

I agree  
T per ERC  
7/30

I agree  
7/30  
Fh

5. That Miss [redacted] of the Bureau Health Service in the Administrative Division be commended for the devotion to duty manifested by her in her delicate nurse-matron assignment.

I agree  
JPM  
7/30

OK  
H

I agree  
FH  
7/30

I agree  
T per ERC  
7/30

Done  
8-7-59  
afh



Memorandum Tavel to Mohr

RE: [REDACTED] b7D

6. That SAs Supervisor Otho A. Ezell, Liaison Agent M. W. Kuhrtz, Section Chief William A. Branigan, and Inspectors D. E. Moore and Joseph A. Sizoo of the DID be commended.

suggest one letter to  
Belmont commending staff.

JPM  
7/30

yes  
H

I agree  
FH  
7/30

Done  
8-7-59 afh  
I agree  
T pe ERC  
7/30

7. That SAs Walter A. Boyle and Lyndal L. Shaneufelt.  
Photographer [REDACTED] Laboratory Aide [REDACTED] b6

Translators [REDACTED] and [REDACTED]  
as well as Section Chief Churchill F. Downing of the Laboratory be  
commended for their material contributions to this case.

Suggest one letter to  
Parsons commending staff

JPM 7/30

yes  
H

I agree  
FH  
7-30

I agree  
T pe ERC  
7/30

Separate lett  
of comm to Konus  
since he has  
now ret'd to  
Miami

Send separate letter  
to Broz since assigned  
to N. Y.

JPM

8/11

Done

8/11/59

Done  
8-7-59

59

PERMANENT BRIEFS OF THE FILES OF THOSE RECOMMENDED FOR INCENTIVE  
AWARDS ARE ATTACHED.

Detached

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

9-17-59

I certify that I have received the following Government property for official use:  
~~returned~~

Inspectors' Manual # 632  
(Issued August 17, 1959)

RETURNED:

Inspectors' Manual # 371 ✓  
(Issued August 15, 1956)

FILE

3-M

PER da

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

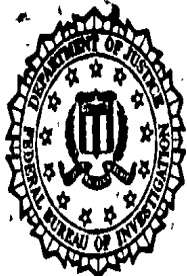
Very truly yours,

(Written  
Signature)

Donald E. Moore

(Typed  
Signature)

Donald E. Moore



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA DONALD E. MOORE  
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name MRS. DONALD E. MOORE Relationship WIFE Date 10/5/59  
Address 505 CROWN VIEW DR. ALEXANDRIA, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name SAME AS ABOVE Relationship \_\_\_\_\_ Date \_\_\_\_\_  
51 Address \_\_\_\_\_

OCT 6 1959

Very truly yours,

*Donald E. Moore*  
Special Agent

## REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME (Type or print) <b>MOORE, DONALD E.</b>			2. GRADE AND COMPONENT OR POSITION <b>INSPECTOR</b>		3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION <b>ANNUAL</b>		6. DATE OF EXAMINATION <b>11-9-59</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____		10. AGENCY	
11. ORGANIZATION UNIT		12. DATE OF BIRTH <b>7-11-18</b>			
13. PLACE OF BIRTH <b>KANSAS</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS <b>NNMC</b>				16. OTHER INFORMATION	
17. RATING OR SPECIALTY		TIME IN THIS CAPACITY (Total)		LAST SIX MONTHS	

NOR- MAL	CLINICAL EVALUATION (Check each item in appropriate col- umn; enter "NE" if not evaluated)	ABNOR- MAL
	18. HEAD, FACE, NECK AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
<b>NE</b>	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel move- ments, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-140

ENCLOSURE

(Continue on Form 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth  
I—Nonrestorable teethX—Missing teeth  
XXX—Replaced by dentures(6 X 8) — Bridge, brackets to  
and 149REMARKS AND ADDITIONAL DENTAL  
DEFECTS AND DISEASES

9 DEC 16 1959

Meets dental standards  
Caires NCD

R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	E
I	30	31	30	29	28	27	26	25	24	23	22	21	20	X	19	17	F
G																	T
H																	
T																	

## LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY <b>1.022</b>		46. CHEST X-RAY (Place, date, film number and result) <b>11-9-59</b> <b>18059-59 negative (14 X 17)</b>	
B. ALBUMIN <b>neg</b>	D. MICROSCOPIC		
C. SUGAR <b>neg</b>	<b>negative</b>		
47. SEROLOGY (Specify test used and result)	48. EKG <b>Normal</b>	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS

2 DEC 22 1959 a3

# MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT <b>73</b>		52. WEIGHT <b>189</b>		53. COLOR HAIR <b>Brown</b>		54. COLOR EYES <b>Blue</b>		55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE		56. TEMPERATURE <b>97.8</b>	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
A. SITTING SYS. <b>130</b> DIAS. <b>82</b>		B. RECUMBENT SYS. <b>82</b> DIAS. <b>82</b>		C. STANDING (5 min.) SYS. <b>84</b> DIAS. <b>84</b>		A. SITTING <b>84</b>		B. AFTER EXERCISE		C. 2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION		61. <b>75M</b>		NEAR VISION					
RIGHT 20/ <b>20</b>		CORR. TO 20/		BY <b>S.</b>		OX		CORR. TO <b>20/6</b>		BY	
LEFT 20/ <b>20</b>		CORR. TO 20/		BY <b>S.</b>		OX		CORR. TO <b>20/6</b>		BY	
62. METEOPHORIA (Specify distance)											
ES°		EX°		R. H.		L. H.		PRISM DIV.		PRISM CONV. CT	
63. ACCOMMODATION		64. COLOR VISION (Test used and result) <b>AOC-1946-18/18</b>				65. DEPTH PERCEPTION (Test used and score)		66. FIELD OF VISION			
RIGHT <b>LEFT</b>											
67. NIGHT VISION (Test used and score)		68. RED LENS TEST				69. INTRAOCULAR TENSION					
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV <b>15</b> /15 SV <b>15</b> /15		250 500 1000 2000 3000 4000 6000 8000 856 618 1084 2048 3090 4096 6144 8192									
LEFT WV /15 SV /15		RIGHT									
		LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR  
B. ☐ IS NOT QUALIFIED FOR

77. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

78. TYPED OR PRINTED NAME OF PHYSICIAN

**G. R. JOHNSTON, CAPT MC USN**

79. TYPED OR PRINTED NAME OF PHYSICIAN

80. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

81. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

**S/ G. R. Johnston**

SIGNATURE

SIGNATURE

**S/ J. B. Ferris**

SIGNATURE

NUMBER OF ATTACHED SHEETS

**Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner**

Name of Examinee  
(Type or print)

MOORE  
Last

DONALD  
First

E  
Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

- 46. Is necessary unless facilities for affording same are not readily available.
- 48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
- 49. Is necessary unless facilities for affording same are not readily available.
- 71. Audiometer examinations should be afforded whenever possible.

**For All Examinees, Whether Clerical or Special Agent Applicants or Employees:**

*The medical examiner should answer the following question:*

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

**To be Answered in the Case of All Male Employees and Male Applicants:**

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

# Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks: \_\_\_\_\_

G. R. Johnston  
 (Signature of Medical Examiner)

NOV 17 1959  
 (Date)

# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

# FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>✓ MOORE DONALD E</b>		2. GRADE AND COMPONENT OR POSITION <b>✓ INSPECTOR</b>		IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>✓ ANNUAL</b>		6. DATE OF EXAMINATION <b>✓ 11-9-59</b>	
7. SEX <b>✓ M</b>	8. RACE <b>✓ W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH <b>✓ 7-11-18</b>		13. PLACE OF BIRTH <b>✓ KANSAS</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			16. OTHER INFORMATION		

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

**Good**

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER		DECEASED	HEART	63		✓	HAD TUBERCULOSIS	
MOTHER	74	FAIR				✓	HAD SYPHILIS	
SPOUSE	40	GOOD			✓		HAD DIABETES	BROTHER
BROTHERS	50	GOOD				✓	HAD CANCER	
AND	46	GOOD				✓	HAD KIDNEY TROUBLE	
SISTERS					✓		HAD HEART TROUBLE	FATHER
						✓	HAD STOMACH TROUBLE	
CHILDREN	14	GOOD				✓	HAD RHEUMATISM (Arthritis)	FATHER
	6	"				✓	HAD ASTHMA, HAY FEVER, HIVES	
	5	"				✓	HAD EPILEPSY (Fits)	
	3	"				✓	COMMITTED SUICIDE	
						✓	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
✓		SCARLET FEVER, ERYSIPELAS	✓		GOITER	✓		TUMOR, GROWTH, CYST, CANCER	✓		"TRICK" OR LOCKED KNEE
✓		DIPHTHERIA	✓		TUBERCULOSIS	✓		RUPTURE	✓		FOOT TROUBLE
✓		RHEUMATIC FEVER	✓		SOAKING SWEATS (Night sweats)	✓		APPENDICITIS	✓		NEURITIS
✓		SWOLLEN OR PAINFUL JOINTS	✓		ASTHMA	✓		PILES OR RECTAL DISEASE	✓		PARALYSIS (Inc. Infantile)
✓		MUMPS	✓		SHORTNESS OF BREATH	✓		FREQUENT OR PAINFUL URINATION	✓		EPILEPSY OR FITS
✓		WHOOPING COUGH	✓		PAIN OR PRESSURE IN CHEST	✓		KIDNEY STONE OR BLOOD IN URINE	✓		CAR, TRAIN, SEA, OR AIR SICKNESS
✓		FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH	✓		SUGAR OR ALBUMIN IN URINE	✓		FREQUENT TROUBLE SLEEPING
✓		DIZZINESS OR FAINTING SPELLS	✓		PALPITATION OR POUNDING HEART	✓		BOILS	✓		FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE	✓		HIGH OR LOW BLOOD PRESSURE	✓		VENEREAL DISEASE	✓		DEPRESSION OR EXCESSIVE WORRY
✓		EAR, NOSE OR THROAT TROUBLE	✓		CRAMPS IN YOUR LEGS	✓		RECENT GAIN OR LOSS OF WEIGHT	✓		LOSS OF MEMORY OR AMNESIA
✓		RUNNING EARS	✓		FREQUENT INDIGESTION	✓		ARTHRITIS OR RHEUMATISM	✓		BED WETTING
✓		CHRONIC OR FREQUENT COLDS	✓		STOMACH, LIVER OR INTESTINAL TROUBLE	✓		BONE, JOINT, OR OTHER DEFORMITY	✓		NERVOUS TROUBLE OF ANY SORT
✓		SEVERE TOOTH OR GUM TROUBLE	✓		GALL BLADDER TROUBLE OR GALL STONES	✓		LAMENESS	✓		ANY DRUG OR NARCOTIC HABIT
✓		SINUSITIS	✓		JAUNDICE	✓		LOSS OF ARM, LEG, FINGER, OR TOE	✓		EXCESSIVE DRINKING HABIT
✓		HAY FEVER	✓		ANY REACTION TO SERUM, DRUG OR MEDICINE	✓		PAINFUL OR "TRICK" SHOULDER OR ELBOW	✓		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

✓		WORN GLASSES	✓		ATTEMPTED SUICIDE	22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
✓		WORN AN ARTIFICIAL EYE	✓		BEEN A SLEEP WALKER	✓		BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
✓		WORN HEARING AIDS	✓		LIVED WITH ANYONE WHO HAD TUBERCULOSIS	✓		HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
✓		STUTTERED OR STAMMERED	✓		COUGHED UP BLOOD	✓		BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
✓		WORN A BRACE OR BACK SUPPORT	✓		BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	✓		HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? <b>1</b>		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?		26. ARE YOU (Check one)		QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY	
						<input type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED			



YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	<input checked="" type="checkbox"/>	B. INABILITY TO PERFORM CERTAIN MOTIONS
	<input checked="" type="checkbox"/>	C. INABILITY TO ASSUME CERTAIN POSITIONS
	<input checked="" type="checkbox"/>	D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
<input checked="" type="checkbox"/>		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	<input checked="" type="checkbox"/>	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
<input checked="" type="checkbox"/>		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

32. Operation for broken pelvis bone - high school football - age 16.

35. ① Dr. Cusley - eye examination Washington, D.C. (1959)

② Dr. Perry - cut on foot Alexandria, Va (1959)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

*Donald E. Moore*

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

*No present complaints etc.*

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

G. R. JOHNSTON, CAPT, MC, USN

DATE

NOV 9 '59

SIGNATURE

*G. R. Johnston*

NUMBER OF ATTACHED SHEETS

# Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont  
FROM : W. A. Branigan  
SUBJECT:   b7D  
ESPIONAGE - R

DATE: December 21, 1959

- 1 - Belmont
- 1 - Branigan
- 1 - D. E. Moore
- 1 - Administrative Division
- 1 - Litrento

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
DeLoach \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Gandy \_\_\_\_\_

New York F.I.D.

  is the code name for this investigation which involves a Soviet illegal agent we uncovered and succeeded in breaking in March, 1959, and who is presently operating as a double agent under our direction in New York. This case represents unquestionably our most important penetration of Soviet illegal (deep cover) operations in recent years. Through it we have gained a keen insight and a tremendous amount of heretofore unknown information relating to techniques employed by the Soviets in connection with the entry, methods of communication, and methods of operation of a Soviet illegal agent. This case has required and will continue to require most delicate handling since   is  

  Initially we were confronted with his fears that his cooperation would become known to the Soviets and thus jeopardize the lives of his family; however, through careful handling by our agents, he has become assured of our ability to operate him. A most recent development has been the discovery by our New York Office on December 5, 1959, that the Soviets utilized   a Soviet citizen legally in this country as an employee of the United Nations Secretariat, to service a drop used to transmit funds and other material to  . It is our hope that   will be developed by us to the point where he will head a Soviet illegal network in this country and that through him we will be able to penetrate further Soviet illegal operations in the United States.

Attached New York letter December 21, 1959, cites the outstanding work performed by various New York Office personnel in this case since March, 1959, and recommends that the Bureau give them appropriate recognition. New York points out that by its nature this case has developed into two separate but complementary phases: (1) the handling of the informant, and (2) investigative aspects to develop the whole picture of Soviet illegal espionage activities.

Concerning phase 1, New York advises that since March, 1959, informant has been in daily contact, either telephonically or personally, with New York agents charged with the responsibility of handling him; that due to his Soviet background and fear of reprisals against his family in the Soviet Union, many problems were encountered by these agents; that the accomplishments achieved in this investigation must in large part be attributed to these agents who daily nurtured the relationship between

Enclosures  
105-76241  
PL:ces

SEE ADDENDUM PAGE 5.  
SEE ADDENDUM OF ADMINISTRATIVE DIVISION, Page 5a

**Memorandum from Branigan, to Belmont**

Re: [redacted] b7D  
105-76241

the Bureau and the informant calming his fears of detection and counseling and directing him in such a fashion as to make him look good in the eyes of his Soviet superiors and at the same time make available to us valuable information concerning the operation of Soviet illegals in this country. The principal agent in contact with the informant has been Special Agent JOHN J. O'TOOLE, JR., and his alternates have been Special Agents JAMES P. KEHOE and JOSEPH F. DIFFLEY. According to New York, due to the nature of their assignment, their personal lives have been subject to the requirements of their assignments in handling this informant and many weekends, evenings, and holidays as well as regular working hours have been spent in the company of the informant or in performing tasks necessary to the continued success of this relationship.

New York Office recommends that Agents O'TOOLE, KEHOE, and DIFFLEY be awarded \$200 each as incentive awards for their sustained, above-average performance since March, 1959, in overcoming unusual difficulties and obstacles in the handling of [redacted] b7D

Concerning phase 2, New York points out the problems encountered in the investigative aspects of this case, such as plans that had to be formulated in covering various drops and signal and meeting areas identified to us by [redacted] for future use in this case, with the realization that this whole operation could be jeopardized in the event anyone became aware of FBI interest in these areas; such plans included the necessity of securing observation posts in the various areas which had to be in individual homes, business and industrial establishments, wherever the physical conditions permitted secure discreet observation of the pertinent areas. Also, dry runs were necessary to determine the feasible amount of coverage in these areas, etc. New York pointed out that when [redacted] appeared at the [redacted] drop on December 5, 1959, and was identified by agent personnel, the weeks and months of detailed planning paid off. New York advised that the original contacts to secure the observation posts and the development of the detailed plans were handled by Special Agent JAMES P. KEHOE, assisted by Special Agent FRANCIS JOSEPH KEHOE and that these agents contributed many long hours during evenings and weekends as well as during regular working hours in order to effect the required coverage.

New York recommends that Special Agent FRANCIS JOSEPH KEHOE receive an incentive award of \$200 for his sustained, above-average performance, creative efforts and ideas which made possible the identification of [redacted] with full security to the informant and to the overall investigation. b6

**Memorandum from Branigan to Belmont**

Re: [redacted] b7D  
105-76241

*New York recommends individual letters of commendation for Special Agents [redacted], [redacted] and ROBERT E. SHORTELL who were present in the observation posts in the vicinity of the [redacted] drop. New York also recommends letters of commendation for the following New York agents:* b6

*Special Agent ALBERT C. WOODCOCK - He manned observation post overlooking Soviet establishment at 680 Park Avenue, New York City. December 5, 1959, and contributed to resolving identification of [redacted] when he observed [redacted] in these premises some three hours after activity at the [redacted] drop which is located in Queens County, New York.* b6

*Special Agents [redacted] and [redacted]. These agents were present in observation posts December 5, 1959, in [redacted] drop area and were able to identify [redacted] as the same individual they had previously seen in the signal area utilized in this case during previous activity in April, 1959.*

*Special Agents JAMES E. FREANEY and [redacted] - These agents had assignment of securing observation posts and other discreet coverage in the other drop areas which were not used; however, New York feels that the enthusiasm and initiative of these agents in this assignment were notable and worthy of commendation.* b6

*Special Agents [redacted] and CARLYLE W. MILLER - These agents were utilized to contact scores of firms and individuals to secure a supply of several rare chemical compounds which are necessary components in developing the secret writing used by the informant. Two of these compounds were rare in chemical circles and through the efforts of these agents a supply of these chemicals was made available by contacts they made at Ciba Laboratories and Antara Chemicals.*

*Special Agent [redacted] who has handled various phases of this investigation such as assisting in writing reports; making arrangements to pick up fraudulent passport which informant secreted in personal hiding place; conducting extensive investigation of two concerns from which material in informant's possession had ostensibly come; and conducting intensive investigation to identify [redacted] in Moscow.* b6  
b7D

*SAC, New York, also recommends letters of commendation to ASAC JOSEPH L. SCHMIDT for his effective manner in fulfilling his administrative and leadership responsibilities in this case; to Staff Supervisor ARNOLD E. BRANDT who had over-all responsibility for this case and*

Memorandum from Branigan to Belmont  
Re: [redacted] b7D  
105-76241

personally supervised that phase of the case dealing with handling of the informant; and Supervisor [redacted] who was charged with the direct and specific responsibility for the investigative phase of this case and in the absence of Supervisor [redacted] shared in the supervision. b6

**RECOMMENDATIONS:**

(1) It is recommended that incentive awards in the amount of \$200 each be made to Special Agents JOHN J. O'TOOLE, JR., JAMES P. KEHOE, JOSEPH F. DIFFLEY, and FRANCIS JOSEPH KEHOE for sustained, above-average performance in this case as stated above, in accordance with New York recommendations.

(2) It is recommended that letters of commendation be directed to Special Agents ARTHUR J. DEVINE, JR., [redacted] ROBERT E. SHORTELL, ALBERT C. WOODCOCK, [redacted] JAMES E. FREANEY, [redacted] CARLYLE W. MILLER, and [redacted] for reasons stated above, in accordance with New York recommendations. b6

(3) It is recommended that letters of commendation be directed to ASAC JOSEPH L. SCHMIDT, Staff Supervisor [redacted] and Supervisor [redacted] of the New York Office for reasons stated above, in accordance with New York recommendations. b6

Am  
Dew



W. A. BRANIGAN TO A. H. BELMONT - 12-29-59 (APL)  
[ ] - ESPIONAGE - R

b7D

ADDENDUM: D. E. Moore - 12-29-59

During the past nine months, this case has been carefully supervised in the Espionage Section in order to insure the secure operation of this Soviet illegal agent by the Bureau. Numerous problems have arisen requiring decision as to the contents of communications to his Soviet superiors, with regard to establishing the agent in New York City under appropriate cover and with regard to developing this case to its utmost potential. The supervision has been most carefully handled by Supervisor Anthony P. Litrento and by Section Chief William A. Branigan. They have carefully analyzed all facets of the case, have seen that appropriate instructions are issued to the field and appropriate action taken. It is, therefore, recommended that both Litrento and Branigan receive letters of commendation for their efficient supervision of this case.

DEM:td

*Also inspect Moore - see pg 8  
of N.Y. letter*

ADDENDUM: (CFD:mn) 12-30-59

There are no Laboratory personnel deserving of recognition at this time.

*BT*

Memorandum from Branigan to Belmont

Re:   b7D  
105-76241

**ADDENDUM OF ADMINISTRATIVE DIVISION 1/4/60 CRD:mld**

As previously pointed out in memorandum, this case represents unquestionably the Bureau's most important penetration of Soviet illegal (deep cover) operations in recent years. Its success to date can be directly attributed to the adroit, ingenious and effective handling of the informant by agents of the New York Office as well as by the exceptional manner in which the case has been supervised and the other detailed ramifications have been handled.

SAs John J. O'Toole, Jr., James P. Kehoe, Joseph F. Diffley, and Francis Joseph Kehoe have made the major contributions to its success and each appears deserving of an incentive award for performances involving the overcoming of unusual difficulties. SAs O'Toole and James P. Kehoe received \$200 incentive awards on 4/6/59 for their exceptional performances while in Milwaukee on special assignment in connection with the original development and handling of this informant. Their activities since that time would appear to justify additional recognition under the incentive awards program.

**BUREAU RECORDS OF SPECIAL AGENTS RECOMMENDED  
FOR INCENTIVE AWARDS:**

SA John J. O'Toole, Jr.  
EOD 2/22/43, GS-13, \$11,090

Over-all record satisfactory. During last three years has been commended once and has not been censured. Received incentive awards on 5/27/57, 10/2/58, and 4/6/59 for outstanding work in security field. 1959 annual performance rating Excellent.

SA James P. Kehoe  
EOD 3/26/51, GS-12, \$8810

Over-all record satisfactory. Commended once and has never been censured. Received incentive awards on 12/5/57 and 4/6/59 for outstanding work in security field. 1959 annual performance rating Excellent.

Memorandum from Branigan to Belmont

Re: [redacted] b7D  
105-76241

SA Joseph F. Diffley  
EOD 6/9/47, GS-13, \$10,370

Over-all record satisfactory. During last three years has been commended once through SAC. No censures and received cash award on 5/27/57 for outstanding work in security field. 1959 annual performance rating Excellent.

SA Francis Joseph Kehoe  
EOD 12/10/51, GS-13, \$8570

Over-all record satisfactory. 1959 annual performance rating was Excellent.

RECOMMENDATIONS:

1. SAs John J. O'Toole, Jr., James P. Kehoe, Joseph F. Diffley, and Francis Joseph Kehoe be approved for cash awards of \$150 each for their outstanding work in the handling of security informant [redacted] and other involved ramifications of this case. (Amount of awards in line with awards approved for similar performances in the past. It is realized the Director stated in connection with the Micek automobile accident case that all promotions, reallocations and awards were to be frozen for New York in view of our having to pay \$110,000. It, nevertheless, is felt that an exception should be made in these cases in view of the particularly meritorious character of the work performed.) b7D

*Agree*  
*ERE*  
*1/6*

✓

*Agree*  
*ERE*  
*1/6*

*Letter & auto. 11/1/60*

2. SAs [redacted] Robert E. Shortelle, Albert C. Woodcock, [redacted] Carlyle W. Miller, and [redacted] of the New York Office be commended for reasons set forth in page 3 of this memo. b6

*Agree*  
*ERE*  
*1/6*  
*Done*  
*11/1/60*  
*John*

✓

*Agree*  
*ERE*  
*1/6*



Memorandum from Branigan to Belmont

To: [redacted] b7D  
103-76241

3. It is not recommended that SAs James E. Freaney and [redacted] of the New York Office be commended since their assignment of security observation posts and other discreet coverage in the other drop areas were not used. Recommendations based on enthusiasm and initiative of these agents in this assignment. Inclusion of them in a general letter to SAC, New York is recommended.

*agree  
gnc  
1/6*

✓

*agree  
gnc  
1/5*

*Jul et. F  
sac 11/11/60  
p. b6*

4. It is recommended that ASAC Joseph L. Schmidt, Staff Supervisor Arnold E. Brandt, and Supervisor [redacted] of the New York Office be commended for the exceptional supervision, guidance, and direction afforded in New York.

*agree  
gnc  
1/6*

✓

*agree  
gnc  
1/5*

*agree  
11/11/60  
p. b6*

5. It is recommended that SOG Supervisor Anthony P. Litrento, Section Chief William A. Branigan, and Inspector Donald E. Moore of the Domestic Intelligence Division also be commended for their keen analysis of all facets of this case and the capable instruction and guidance they have given the field.

*agree  
gnc  
1/6*

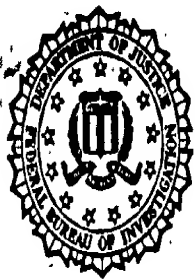
✓  
*agree  
gnc  
1/5*

*agree  
gnc  
1/5*

*agree  
11/11/60*

PERMANENT BRIEFS OF FILES OF SAS JOHN J. O'TCOLE, JR., JAMES P. KENOE, JEFF F. DIFFLEY, AND FRANCIS JOSEPH KENOE ATTACHED.

*1/22  
1/23 2/5*



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

2-8-60

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA Donald E. Moore  
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name D. Jean Moore Relationship Wife Date 2-8-60  
Address 505 Crown View Drive, Alexandria, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name D. Jean Moore Relationship Wife Date 2-8-60  
Address 505 Crown View Drive, Alexandria, Virginia

Very truly yours,

*Donald E. Moore*  
Special Agent

9 FEB 18 1960

January 11, 1960

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

The high caliber of your performance in discharging your heavy responsibilities in connection with a very confidential operation in the New York Division of importance to the Bureau in the security field was certainly noteworthy and I am taking this means to commend you.

The capable instruction, direction and guidance you afforded the field and the thorough and astute manner in which you carried out your responsibilities were indicative of your careful analysis and keen perception of the delicate nature of this assignment. You made valuable contributions to the efficient execution of this operation and I do not want the occasion to pass without expressing my sincere appreciation.

Sincerely yours,

J. Edgar Hoover

Mr. Belmont (Personal Attention)  
ESPIONAGE-R.

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Gandy \_\_\_\_\_

HWC:cmt  
(4)  
67-191804

MAIL ROOM ☐ TELETYPE UNIT ☐

REC'D-READING ROOM

JAN 11 4 09 PM '60

247

UNITED STATES GOVERNMENT

## Memorandum

TO : MR. PARSONS

DATE: 4/1/60

FROM : A. H. Belmont

SUBJECT: DONALD E. MOORE  
Inspector, GS-16  
Domestic Intelligence Division

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

On July 1, 1959, Inspector Moore was considered for reallocation to GS-17, and it was suggested that this be reconsidered on January 1, 1960.

His work during the past year, as reflected by the efficiency rating submitted 3/31/60, was definitely superior. (For administrative purposes it should also be noted that he meets the Bureau's weight standard requirements, and his overtime record has been consistently well above the Division average.)

It is respectfully recommended that he be considered for promotion to GS-17 at this time.

AHB:CSH (2)

*I agree*  
*7/61*

*Memo - Lavelle*  
*Wet 4/10/60*  
*18*

*100-100-1-92*

67.	248
checked	Notified
JUN 20 1960	

*THREE*

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*Waltton - see  
pact summary  
Janet*

Name of Employee: DONALD E. MOORE

Where Assigned: Domestic Intelligence Division, Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector, GS-16

Rating Period: from 4/1/59 to 3/31/60

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*DMW*

Rated by:

*W. P. Callahan*  
Signature

Assistant  
Director  
Title

4/7/60  
Date

Reviewed by:

*W. P. Callahan*  
Signature

Assistant Director  
Title

JUN 22 1960  
Date

Rating Approved by:

Signature

Title

Date

TYPE OF REPORT

(X) Official  
(X) Annual

( ) Administrative

( ) 60-Day

( ) 90-Day

( ) Transfer

( ) Separation from Service

( ) Special

REC-150

67- - 249

6 JUN 20 1960

*card noted  
6-23-60  
nmw  
18  
4 JUN 23 1960*

# NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

0301 812

0051 88 1115

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/59 to 3/31/60

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>+</u> (1) Personal appearance.   | <u>✓</u> (17) Firearms ability.   |
| <u>+</u> (2) Personality and effectiveness of his personal contacts.  | <u>+</u> (18) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>+</u> (19) Reporting ability: <ul style="list-style-type: none"> <li><u>-</u> (a) Investigative reports</li> <li><u>-</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul> (Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization; <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail)  |
| <u>+</u> (4) Physical fitness (including health, energy, stamina).  | <u>0</u> (20) Performance as a witness.   |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>+</u> (21) Executive ability: <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> |
| <u>+</u> (6) Forcefulness and aggressiveness as required.   | <u>0</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><u>-</u> (a) As leader</li> <li><u>-</u> (b) As participant</li> </ul>   |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.   |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>+</u> (24) Ability to work under pressure.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>+</u> (25) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><u>+</u> Dictation ability</li> </ul>   |
| <u>+</u> (10) Accuracy and attention to pertinent detail.   | <u>+</u> <b>Capability for additional responsibility</b>  |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  |   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <u>0</u> (14) Technical or mechanical skills.   |   |
| <u>+</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <li><u>-</u> (a) Internal security cases</li> <li><u>-</u> (b) Criminal or general investigative cases</li> <li><u>-</u> (c) Fugitive cases</li> <li><u>-</u> (d) Applicant cases</li> <li><u>-</u> (e) Accounting cases</li> </ul> |   |
| <u>0</u> (16) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security - administrator

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man - Inspector - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS DMW

RE: INSPECTOR DONALD E. MOORE

#### NARRATIVE COMMENTS

During the entire rating period, Inspector Moore has been in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. Upon occasion, he has also taken charge of the entire Division, in the absence of the Assistant Director, and has handled this assignment in a highly creditable fashion.

Mr. Moore presents an excellent personal appearance, and has an excellent personality. I have noted he commands the respect of persons with whom he comes in contact, and yet has the ability to secure their cooperation. The same is true for his handling of personnel within the Bureau. His attitude is excellent and he pours a high degree of energy and industry into his work.

He is constantly confronted with problems arising both from the field offices and within the Bureau, which require prompt and decisive judgment. He has excelled in this respect, showing resourcefulness and ingenuity in meeting these problems.

Mr. Moore is consistent on accuracy and handles a large volume of work. Due to extensive field experience, both as an agent and an administrator, coupled with his experience at the seat of government, he has an unusually sound background of investigative and administrative work. He has applied his knowledge to excellent effect.

There is no question of Moore's ability to work under pressure and handle difficult assignments. In fact, he excels in this respect, rising to the challenge of difficult work. He is firm in the handling of his duties; at the same time he is practical, and employs procedures which produce practical results.

Mr. Moore received an incentive award for exceptional performance in connection with an espionage case, on April 6, 1959. On June 2, 1959, he was censured for failure to detect nonsubstantive errors in mail approved by him. On August 7, 1959, he was commended for contributing

Employee's initials

DEM



RE: INSPECTOR DONALD E. MOORE  
(Narrative comments continued)

to the development of a double agent, and again on January 11, 1960 he was commended for high caliber performance in connection with an espionage matter.

Inspector Moore is a thoroughly experienced, highly devoted executive of the Bureau. He has performed in a superior fashion during the rating period, and is being rated EXCELLENT.

Employee's  
initials

DSM

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

N.A.

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

Mr. Moore is an Inspector

3. PARTICIPATION IN INFORMANT PROGRAMS

He has shown excellent results in an administrative capacity in the development of informants and double agents.

4. TESTIFYING EXPERIENCE AND ABILITY

N.A.

5. DISCIPLINARY ACTION

On 6/2/59 he was censured because of nonsubstantive errors detected in correspondence approved by him.

6. ACCOUNTING INFORMATION

N.A.

7. POLICE INSTRUCTION

N.A.

Employee's  
initials

PMW

PART II - SPECIFIC COMMENTS (Continued)

8. SOUND TRAINING

N.A.

9. RESIDENT AGENTS

N.A.

10. FOREIGN LANGUAGE ABILITY

Language in which proficient None  
Completed language school                      Yes ☐ No ☐  
Fluent to extent Agent can handle typical investigative  
problems as follows:

- 1) conversation form - Yes ☐ No ☐  
2) written form - Yes ☒ No ☒

Agent's Spanish language ability is rated:

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Unsatisfactory</u>
Read:	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>Poor</u>
Write:	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>"</u>
Speak:	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>"</u>
Understand:	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>"</u>

Frequency                      language ability was used during rating  
period:

11. ADMINISTRATIVE ADVANCEMENT

- a) Agent is interested in administrative advancement - Yes ☒ No ☐  
b) Agent is completely available for administrative advancement - Yes ☒ No ☐  
c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐  
d) Consider qualifications very good,           , excellent           , outstanding XX.  
e) Agent has potential for future administrative advancement - Yes ☒ No ☐

Employee's  
initials

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

3-22-60

I certify that I have received the following Government property for official use:

~~returned~~

Foreign Operations Policy Manual #28

FILE  
3-M  
PER *[initials]*

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written  
Signature)

*Donald E. Moore*

(Typed  
Signature)

Donald E. Moore

C O P Y

May 24, 1960

Mr. Alan H. Belmont  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Belmont:

I am writing to commend you and, through you, the personnel of the Domestic Intelligence Division for the outstanding manner in which a special project was handled.

The preparation of this material was extremely difficult because of the extensive research required and of the short deadline which had to be met. I was very impressed with the exceptional fashion in which the document was produced and its excellence is certainly a credit to you and your associates. I want to take this opportunity to let you know of my appreciation and to ask you to convey my sincere thanks to all for their superb services.

Sincerely yours,

S/ J. Edgar Hoover

C O P Y

**MR. BELMONT**

**May 25, 1960**

**W. A. BRANIGAN**

**EXPOSE OF SOVIET ESPIONAGE  
MAY, 1960**

Reference is made to my memorandum of May 20, 1960, detailing the manner in which personnel of the Domestic Intelligence Division prepared the captioned paper. This memorandum noted that numerous Special Agents and clerical employees made important contributions to the document which was prepared and it was recommended and approved that for these contributions a letter of commendation should be addressed to you as Assistant Director of the Division and copies of the letter would be placed in the personnel files of the employees involved.

Attached is a copy of the letter received by you. A copy of this letter should be placed in the personnel files of the following employees:

**Special Agents:**

[Redacted]

Edwin S. Youtz  
William F. Shubatt  
Daniel F. X. Callahan

[Redacted]

John J. Doyle

**Clerical personnel:**

[Redacted]

[Redacted]

WAB:hmm

(21)

See addendum page 2.

1 - Belmont

1 - Branigan

1 - Administrative Division

1 - Personnel file each employee mentioned.

MEMO TO: MR. BELMONT  
RE: EXPOSE OF SOVIET ESPIONAGE  
MAY, 1960

ADDENDUM (WAB:hmm) 5/27/60: Inspector Donald E. Moore played a most prominent part in the preparation of this paper and certainly there could be no commendation of personnel without including a recognition of his most valuable services.

# NOTIFICATION OF PERSONNEL ACTION

50-106-13

1. NAME (LAST [CAPS]-First-Middle-Mr.-Miss-Mrs.) <b>MOORE, DONALD E. (MR.)</b>		2. DATE OF BIRTH <b>7-11-18</b>	3. IDENTIFICATION (optional) <b>02997</b>
4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.			
5. NATURE OF ACTION (standard terminology must be used) <b>PROMOTION</b>		6. EFFECTIVE DATE OF ACTION <b>6-13-60</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>
FROM- <b>Inspector</b>  <b>GS 16</b> <b>\$14,430 per annum</b>  <b>Domestic Intelligence Division</b> <b>Washington, D. C.</b>		TO- <b>Inspector</b>  <b>GS 17</b> <b>\$15,375 per annum</b>  <b>Domestic Intelligence Division</b> <b>Washington, D. C.</b>	
8. POSITION TITLE AND NUMBER		9. SERIES, GRADE, SALARY	
10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED		11. DUTY STATION	
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes <input type="checkbox"/> Apportionment Waived <input type="checkbox"/> Proved	
12. APPORTIONED POSITION		13. VETERAN PREFERENCE	
14. TENURE GROUP		15. POSITION OCCUPIED IS IN THE:	
16. APPROPRIATION From: S. & E., FBI To: SAME		17. PAYROLL DEDUCTIONS CSR FICA FEGLI	
18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)		19. REMARKS: <input type="checkbox"/> a. Subject to completion of 1 year probationary (or trial) period commencing <input type="checkbox"/> b. Service counting toward career (or permanent) tenure from: Separations: Show reasons below, as required. Check, if applicable: <input type="checkbox"/> c. During probation <input type="checkbox"/> d. From appointment of 6 months or less	
<p><b>This promotion is temporary and will remain in effect only for the duration of present assignment.</b></p> <p><b>Basis for this position is Section 505 (e) of the Classification Act of 1949 as amended.</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"><b>67-NOT RECORDED</b> <b>19 JUN 15 1960</b></div>			
20. EMPLOYING DEPARTMENT OR AGENCY <b>U. S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION</b>		22. SIGNATURE (or other authentication) AND TITLE  <b>J. E. Hoover</b> <b>Director</b>	
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) <b>FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.</b>		23. DATE: <b>6-10-60</b>	



# HEALTH BENEFITS REGISTRATION FO. FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or ballpoint pen.)

CARRIER'S CONTROL NO.

3214943

## PART A ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)	2. DATE OF BIRTH (Use numbers)	3. Are you now married?
MOORE DONALD E.	MONTH 7 DAY 11 YEAR 18	YES <input checked="" type="checkbox"/> 1 NO <input type="checkbox"/> 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)	5. SEX MALE <input checked="" type="checkbox"/> 1 FEMALE <input type="checkbox"/> 2	
505 SADDLE VIEW DR ALEXANDRIA VA		
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	7. Place an "X" in proper box to show your annual basic salary range. UNDER \$4,000 <input type="checkbox"/> 1 \$6,000 TO \$9,999 <input type="checkbox"/> 3 \$4,000 TO \$5,999 <input type="checkbox"/> 2 \$10,000 OR OVER <input checked="" type="checkbox"/> 4	

## PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
SARAH HEALTH BENEFIT PLAN		4 4 2

2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife of Donald E. Moore	3-7-14		

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES ☐ NO ☒

## PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>	3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> 1 (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> 2 (c) Any other reason. <input type="checkbox"/> 3
2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>	

## PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.	2. Number of event which permits change. (See table on back of duplicate for proper number.)	3. Date of event which permits change.
		MONTH DAY YEAR

## PART E ALL WHO REGISTER MUST FILL IN THIS PART.

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

Donald E. Moore 6-6-60  
(YOUR SIGNATURE—DO NOT PRINT) (DATE)

## PART F TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE	2. DATE RECEIVED IN EMPLOYING OFFICE	3. EFFECTIVE DATE OF ELECTION
FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON 25, D. C.	6-6-60	
SIGNATURE OF AUTHORIZED AGENCY OFFICIAL	4. PAYROLL OFFICE NO.	5. PAYROLL ACTION (INITIALS AND DATE)
	15-C2-0001	

## REMARKS FOR USE ONLY BY ANNUITANTS AND AGENCY.

Orig. sent to Data Processing 6-21-73, emb

UNITED STATES GOVERNMENT

## Memorandum

TO : MR. MOHR

DATE: 6/10/60

FROM : W. S. TAVEL *ST*

SUBJECT: DONALD E. MOORE  
 Inspector  
 Espionage-Central Research Branch  
 Domestic Intelligence Division  
 EOD 3/10/41, GS 16, \$14,430

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Malone \_\_\_\_\_  
 McGuire \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mr. Belmont has recommended that Inspector Moore be promoted to grade GS 17 and Mr. Parsons concurs. He has held his present position since October, 1956, and has been in grade GS 16 since September 1957. We have 28 super grade positions (GS 16, 17, 18) filled in the field and 34 filled at the Seat of Government, with 13 vacancies. The promotion recommended for Inspector Moore will not make any difference in the number of super grade positions filled since it will be a promotion from one super grade to another.

Inspector Moore entered on duty March 10, 1941, is in GS 16, \$14,430, 41 years old, married with four children and has a Bachelor of Arts Degree and attended Law School. Prior to his assignment to the Domestic Intelligence Division in 1956 he had served as ASAC at Detroit and New York. The Director saw him in September, 1957, and stated he made an excellent personal appearance. In September, 1958, he was censured and placed on probation inasmuch as a number of agent supervisors in the Domestic Intelligence Division were discovered engaging in activities which were inconsistent with the fact that they had indicated on attendance registers that they had begun their official duties. In October, 1958, it was approved that Inspector Moore would handle the desk of Assistant Director of the Domestic Intelligence Division in the absence of Assistant Director Belmont and Inspector Sizoo. In November, 1958, he was continued on probation in view of weaknesses disclosed during the inspection. During a recheck inspection of the Domestic Intelligence Division in February, 1959, Mr. Malone stated that Moore displayed an excellent knowledge of the branch which he supervised and he was removed from probation on March 11, 1959, as a result of the recheck. Since then he has been censured on June 2, 1959, because of errors in correspondence but he has also been commended in March and August, 1959, and January and May of 1960 and received a cash award in April 1959. On his 1960 Annual Performance Rating, Mr. Belmont rated him excellent and stated that he was consistent on accuracy and handled a large volume of work, was firm in handling his duties and was a thoroughly experienced, highly devoted executive of the Bureau. He is interested in, available for and considered to have outstanding qualifications for administrative advancement. He is within desirable weight limits.

## RECOMMENDATION:

That Inspector Moore be promoted to GS 17.

WST:lae

(2)

PERMANENT BRIEF ATTACHED

*Letter + ff  
 prep 6-13-60  
 lph*

*no special  
 2-50 palatation  
 per Reading Room  
 3-21*

*WST  
 6/10*

*WST  
 6/10*

*WST  
 6/10*

June 13, 1960

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Moore:

I am indeed pleased to advise you  
of your promotion to the position of Inspector,  
\$15,375 per annum in Grade GS 17, effective  
June 13, 1960.

For your information, this promotion  
is temporary and will remain in effect only for  
the duration of your present assignment.

Sincerely,

J. Edgar Hoover

MAILED 27

JUN 14 1960

COMM-FBI

1 - Mr. Parsons (PERSONAL ATTENTION)

1 - Mr. Belmont (PERSONAL ATTENTION)

1 - Miss Usilton

1 - Movement

*Rel*

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

*bjh*  
(6)  
67-191804

MAIL ROOM ☐

TELETYPE UNIT ☐

*25*

*REC'D MAIL ROOM*

*CRD 670*

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6-23-60

I certify that I have received the following Government property for official use:

~~returned~~

D. C. Official Parking Permit, expires June 30, 1961

RETURNED

D. C. Official Parking Permit, expires June 30, 1960

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

93

FILE

Very truly yours,

3-M

PER

(Written  
Signature)

Donald E. Moore

(Typed  
Signature)

Donald E. Moore

Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner

Name of Examinee  
(Type or print)

Maare Donald E  
Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

*Domestic Intelligence*

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees; Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☐ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

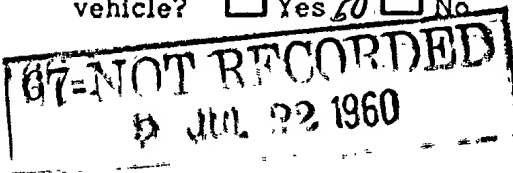
1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☐ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☐ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☒ No



*7/23*

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☐ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks:

Height 184

approved by  
 Mr. Belmont  
 mR/s 7/20/60 Wg

J. O'Connor R.N.  
 (Signature of Medical Examiner)

JUL 20 1960

(Date)

UNITED STATES GOVERNMENT

*Memorandum*

TO : Mr. Callahan

DATE: 6-16-60

FROM : C. R. Davidson *CRD*

SUBJECT: DONALD E. MOORE

Inspector

Espionage - Central Research Branch

Domestic Intelligence Division

EOD 3-10-41; GS-17, \$15,375

Tolson \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Callahan \_\_\_\_\_  
 DeLoach \_\_\_\_\_  
 Malone \_\_\_\_\_  
 McGuire \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Ingram \_\_\_\_\_  
 Gandy \_\_\_\_\_

The following is a brief and concise summary of Mr. Moore's record for the Director's use. On 6-13-60 he received a promotion to Grade GS-17, \$15,375 per annum.

On 3-10-41 he entered on duty as a Special Agent and served at New York, Buffalo and Indianapolis before being transferred to the Seat of Government on 8-17-47. He subsequently served as ASAC at Detroit and New York and on 10-14-56 was designated Number One Man in the Domestic Intelligence Division. He was designated Inspector on 11-9-56.

Since January, 1959 he has been COMMENDED on four occasions the last being on 5-24-60 through Mr. Belmont for his participation in the outstanding manner in which a special project was handled. On 4-6-59 the Director personally presented him with a CASH AWARD in the amount of \$200.00 in recognition of his exceptional performance in connection with the investigation of an individual of great importance to the Bureau in the security field. During this same period he was CENSURED on one occasion that being on 6-2-59 because a number of nonsubstantive errors appeared in various items of official correspondence reviewed and approved by him.

On 3-31-60 Mr. Belmont rated him EXCELLENT and added that he was consistent on accuracy and handled a large volume of work. He was firm in the handling of his duties; at the same time he was practical and employed procedures which produced practical results. He was a thoroughly experienced, highly devoted executive of the Bureau. He was interested in available for and was completely qualified for administrative advancement with outstanding qualifications.

His daily average overtime for the last six months is as follows: December, 1959, 2 hours 27 minutes; January, 1960, 3 hours 6 minutes; February, 2 hours 57 minutes; March, 2 hours 45 minutes; April, 2 hours 40 minutes; May, 3 hours 26 minutes. He exceeded the division average in each of the last six months.

His 1959 Annual Physical Examination dated 11-9-59 reflects that his weight was within the desirable weight limits.

His Offices of Preference as of January, 1960, are Seat of Government, and Washington Field Office.

FDH:sb

(2) PERMANENT BRIEF ATTACHED

REC-143

JUL 15 1960

252

*memo to Mr. Tolson  
 7-14-60  
 J.C. H. Ledon*

*THREE*

*pac/mhp Campbell*  
July 14, 1960

MEMORANDUM FOR MR. TOLSON

On June 17, 1960, I saw Inspector Donald E. Moore of the Domestic Intelligence Division, who called to express his appreciation for his recent reallocation to GS-17.

Mr. Moore makes an excellent personal appearance, seems to be interested in his work, and I would rate him above average.

I discussed with Mr. Moore the great importance of our intensifying our work in the domestic intelligence field and the care which we must exercise in carrying out our responsibilities in this field in view of the delicate nature of the work.

Very truly yours,

*J E H*

John Edgar Hoover  
Director

JEH:EDM (5)  
*edm*

REC-143

253

JUL 15 1960

*mhp*

SENT FROM D. O.
TIME <i>1:55 PM</i>
DATE <i>7-15-60</i>
BY <i>me</i>

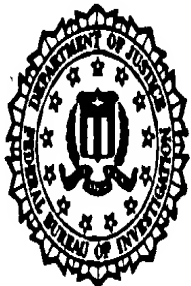
*JPW*

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

*146*  
JUL 21 1960

MAIL ROOM ☐ TELETYPE UNIT ☐





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA.

DONALD E. MOORE  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
MRS. D. JEAN MOORE	WIFE	8/17/60
Address		
505 CROWN VIEW DR., ALEXANDRIA, VA.		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
SAME AS ABOVE		
Address		

67-NOT RECORDED  
10 AUG 22 1960

Very truly yours,

Donald E. Moore  
Special Agent

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO:

ORTHOPEDIC DEPT.

FROM: (Requesting ward, unit, or activity)

STAFF CLINIC

DATE OF REQUEST

29 Jan 57

REASON FOR REQUEST (Complaints and findings)

CC Pain in right shoulder

This F.B.I. Agent gives a history of pain in left shoulder. Last August was treated in N.Y.C. by injections in right shoulder with apparently good results.

About 21 Jan 57 pain and tenderness recurred, Pain severe uses ASA 2 to 3 time daily Motion quite restricted tender over point of shoulder.

Please examine and advise.

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE

*Dr. J. H. Hunter*

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE

☒ ON CALL

☒ EMERGENCY

☐ ROUTINE

CONSULTATION REPORT

Has very severe generalized bursitis left shoulder & a huge wad of callus in supraspinatus area. Several areas injected & moderate relief but still painful. To return in 2-3 weeks for injection of bicipital groove

*Simpson*

Jan 31 - Marked improvement. If improvement continues does not have to return. If no improvement or exacerbation will have to consider removing the wad of callus

(Continued on reverse side)

SIGNATURE AND TITLE

*Dr. J. H. Hunter*

DATE

*Jan 31*

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

MOORE, Donald Edgar

FBI Inspector,

REGISTER NO.

WARD NO.

Staff Clinic

CONSULTATION SHEET  
Standard Form 513

CLINICAL RECORD

CONSULTATION SHEET

TO:

ENT

FROM: (Requesting ward or unit)

Civ. Trt. Rm

DATE OF REQUEST

6-18-51

REASON FOR REQUEST (Complaints and findings)

Refraction

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE

☐ ON CALL

☐ ROUTINE

☐ EMERGENCY

CONSULTATION REPORT

uncorrected Acuity  $\left\langle \begin{array}{l} 20/30 \text{ Rt.} \\ 20/70 \text{ Left.} \end{array} \right.$

corrected Acuity  $\left\langle \begin{array}{l} 20/20 \text{ Rt.} \\ 20/20 \text{ Left.} \end{array} \right.$  by -0.50 sph -0.50 cyl axis 142  
-1.00 sph -0.50 cyl axis 52

ocular Exam otherwise is normal except for the presence of an Intermittent Alternating Exotropia of varying degree.

Rx. 1. Convergence Exercises qid for 1 month.  
Return for further Evaluation & question of further Orthoptic Exercises.

(Continue on reverse side)

SIGNATURE AND TITLE

DATE

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S LAST NAME FIRST NAME MIDDLE NAME

REGISTER NO.

WARD NO.

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

668  
9-21-51

8/22/51

S. R. Phoria

C. R.

6 M. 14 XT

14 XT

33 cm. 25 XT

25 XT

Convergence insufficiency & some

divergence excess

Seen by Capt. Harbut who recommends further exercises,  
overcoming base out prism, etc. *ad infinitum* - Do  
not feel surgery is indicated.

To wear correcting lenses constantly.

N. S. Fowler.

U.S. DEPT. OF JUSTICE  
FBI

SEP 22 10 43 AM '51

REC'D  
PERSONNEL UNIT

# REPORT OF MEDICAL EXAMINATION

5  
**F.B.I.**

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>MOORE, DONALD E.</b>			2. GRADE AND COMMENT OR POSITION <b>INSPECTOR</b>		IDENTIFICATION NO.
3. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)			4. PURPOSE OF EXAMINATION <b>ANNUAL EXAM</b>		5. DATE OF EXAMINATION <b>10-10-60</b>
6. SEX <b>M</b>	7. RACE <b>W</b>	8. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____		9. AGENCY	
10. DATE OF BIRTH <b>7-11-18</b>		11. PLACE OF BIRTH <b>KANSAS</b>		12. ORGANIZATION UNIT	
13. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>NJMC</b>			14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. RATING OR SPECIALTY			16. OTHER INFORMATION		
17. TIME IN THIS CAPACITY (Total)			LAST SIX MONTHS		

NOR- MAL	CLINICAL EVALUATION (Check each item in appropriate column; enter "NE" if not evaluated)	ABNOR- MAL
	18. HEAD, FACE, NECK AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 69, 80 and 87)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Atherosclerosis, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fissures, prostates, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Ankle feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 78)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-138

REC-138

191 804-254  
3  
mmb

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

○—Restorable teeth  
/—Nonrestorable teeth  
X—Missing teeth  
XXX—Replaced by dentures  
(X & X)—Fixed bridge, brackets to include abutments

R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	L
I	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	E
G																	
H																	
T																	F

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

No Defects

## LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY <b>1.010</b>		46. CHEST X-RAY (Place, date, film number and result)	
B. ALBUMIN <b>neg</b>	C. MICROSCOPIC <b>neg</b>	18662-60- Normal	
C. SUGAR <b>neg</b>	47. SEROLOGY (Specify test used and result)	48. EKG <b>WNL</b>	49. BLOOD TYPE AND RH FACTOR
<b>neg (20)</b>		50. OTHER TESTS	

over

# MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT <b>73</b>	52. WEIGHT <b>184</b>	53. COLOR HAIR <b>Brown</b>	54. COLOR EYES <b>Blue</b>	55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESSE		56. TEMPERATURE <b>98.4</b>
57. BLOOD PRESSURE (Arm at heart level)			58. PULSE (Arm at heart level)			
A. SITTING SYS. <b>135</b> DIA. <b>90</b>	B. RECUMBENT SYS. DIA.	C. STANDING (3 min.) SYS. DIA.	A. SITTING <b>88</b>		B. AFTER EXERCISE	C. 2 MIN. AFTER
59. DISTANT VISION			60. REFRACTION		61. <b>75 M</b> NEAR VISION	
RIGHT 20/ <b>40</b>	CORR. TO 20/ <b>20</b>	BY <b>lens</b> S.	OX		CORR. TO BY	
LEFT 20/ <b>40</b>	CORR. TO 20/ <b>20</b>	BY <b>lens</b> S.	OX		CORR. TO BY	
62. METEOROPHORIA (Specify distance)						
ES°	EX°	R. H.	L. H.	PRISM DIV.	PRISM CONV. CT	PC PD
63. ACCOMMODATION		64. COLOR VISION (Test used and result)		65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED
RIGHT	LEFT	<b>AOC-1946 18/18</b>				CORRECTED
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)		68. RED LENS TEST		69. INTRAOCULAR TENSION
70. HEARING		71. AUDIOMETER				
RIGHT WY. <b>15 SV</b>	<b>15</b>	250 800	500 812	1000 1084	2000 2048	3000 3396
LEFT WY. <b>15</b>	<b>15</b>	4000 4096	6000 6144	8000 8192		
		RIGHT				
		LEFT				
72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)						

73. NOTES (continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)		76. A PHYSICAL PROFILE					
		P	U	L	H	E	S
77. EXAMINEE (Check) A. <input checked="" type="checkbox"/> IS QUALIFIED FOR B. <input type="checkbox"/> IS NOT QUALIFIED FOR		B. PHYSICAL CATEGORY					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER		A	B	C	E		
79. TYPED OR PRINTED NAME OF PHYSICIAN <b>G. R. JOHNSON, CAPT, MC, US</b>		SIGNATURE <i>G. R. Johnson</i>					
80. TYPED OR PRINTED NAME OF PHYSICIAN		SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)		SIGNATURE					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY		SIGNATURE					
		NUMBER OF AT- TACHED SHEETS					

# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

# F.B.I.

1. LAST NAME--FIRST NAME--MIDDLE NAME <u>MOORE DONALD E</u>		2. GRADE AND COMPONENT OR POSITION <u>INSPECTOR</u>	3. IDENTIFICATION
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <u>ANNUAL EXAM</u>	6. DATE OF EXAMINATION <u>10-10-60</u>
7. SEX <u>M</u>	8. RACE <u>W</u>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <u>7-11-18</u>	
13. PLACE OF BIRTH <u>KANSAS</u>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

O.K.

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:				
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)	
FATHER			HEART (ANGINA PECTORIS)	65		✓	HAD TUBERCULOSIS		
MOTHER	79	FAIR				✓	HAD SYPHILIS		
SPOUSE	41	GOOD			✓		HAD DIABETES	BROTHER	
BROTHERS	49	"				✓	HAD CANCER		
AND	45	"			✓		HAD KIDNEY TROUBLE		
SISTERS					✓		HAD HEART TROUBLE	FATHER	
					✓		HAD STOMACH TROUBLE		
CHILDREN	15	GOOD				✓	HAD RHEUMATISM (Arthritis)	FATHER	
	12	"				✓	HAD ASTHMA, HAY FEVER, HIVES		
	6	"				✓	HAD EPILEPSY (Fits)		
	3	"				✓	COMMITTED SUICIDE		
						✓	BEEN INSANE		

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, Erysipelas		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
	✓	SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA		✓	PILES OR RECTAL DISEASE		✓	PARALYSIS (Inc. infantile)
✓		MUMPS		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
✓		WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
✓		FREQUENT OR SEVERE HEADACHE		✓	CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
✓		DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
✓		EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
✓		RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
✓		CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
✓		SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
✓		SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
✓		HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

✓	WORN GLASSES	✓	ATTEMPTED SUICIDE	22. FEMALES ONLY: A. HAVE YOU EVER--	B. COMPLETE THE FOLLOWING:
✓	WORN AN ARTIFICIAL EYE	✓	BEEN A SLEEP WALKER	BEEN PREGNANT	AGE AT ONSET OF MENSTRUATION
✓	WORN HEARING AIDS	✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	HAD A VAGINAL DISCHARGE	INTERVAL BETWEEN PERIODS
✓	STUTTERED OR STAMMERED	✓	COUGHED UP BLOOD	BEEN TREATED FOR A FEMALE DISORDER	DURATION OF PERIODS
✓	WORN A BRACE OR BACK SUPPORT	✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	HAD PAINFUL MENSTRUATION	DATE OF LAST PERIOD
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		HAD IRREGULAR MENSTRUATION	QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY
		25. WHAT IS YOUR USUAL OCCUPATION?		26. ARE YOU (Check one) <input type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED	

ENCLOSURE

67-191804-254

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	<input checked="" type="checkbox"/>	B. INABILITY TO PERFORM CERTAIN MOTIONS
	<input checked="" type="checkbox"/>	C. INABILITY TO ASSUME CERTAIN POSITIONS
	<input checked="" type="checkbox"/>	D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
<input checked="" type="checkbox"/>		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
<input checked="" type="checkbox"/>		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

① broken pelvis bone - high school football - 1935.  
 ② Have had bursitis - several times since 1957 - treated at the hospital  
 ③ cut foot - 1959

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.  
 I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

*Donald E. Moore*

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 20 thru 39)

*No present complaints nor symptoms*

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER  
 G. B. JOHNSTON, CAPT, MC, USN

DATE  
 OCT 10 50

SIGNATURE

*G. B. Johnston*

NUMBER OF ATTACHED SHEETS  
 10



Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner

Name of Examinee  
(Type or print)

MOORE  
Last

DONALD  
First

E  
Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☒ No

67-191 804-254  
ENCLOSURE

*over*

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks: \_\_\_\_\_

*G. R. Johnston*  
 (Signature of Medical Examiner)

NOV 4 1960  
 (Date)

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

11/3/60

I certify that I have received the following Government property for official use: -

~~Returned~~

SOG INSPECTORS' MANUAL #

75

~~11/3/60~~  
E-M  
11/10/60

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written  
Signature)

Donald E. Moore

(Typed  
Signature)

Donald E. Moore

NOV 21 60

November 25, 1960

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Moore:

It affords me a great deal of pleasure to commend you for the superior manner in which you discharged your responsibilities in connection with the development of a highly confidential source of information of extreme value to the FBI in the security field and in recognition thereof I have approved an incentive award for you. There is enclosed a check in the amount of \$164.00, representing an award of \$200.00 less withholding tax. REC-135

You exhibited outstanding leadership, skill and judgment in your on-the-scene direction of this difficult undertaking with the result your services were of major importance in the success achieved. I know this was a most delicate operation and I was certainly impressed with the superb fashion in which it was carried out. The results realized will be of considerable benefit to our work in the security field and I do not want the occasion to pass without letting you know of my appreciation for your exceptional contributions.

Sincerely,

J. Edgar Hoover

Enclosure

1 - Mr. Belmont (Personal Attention) Enclosure

Re:   Espionage-R

You should personally present this award and should this not be possible or should presentation be unreasonably delayed by your absence official acting for you should present it.

Mr. Hereford (Sent Direct)

AFF:dbm

(5) ROOM ☐ TELETYPE UNIT ☐

67-191804 Award #388-61 Salutation per file.

Nov 25 2 52 PM '60  
FBI  
READING ROOM

67-  
Nov 25 1 48 PM '60  
READING ROOM

MAILED 3  
NOV 28 1960  
COMM-FBI

Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

November 29, 1960

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Hoover:

Thank you very much for the incentive  
award presented me and for your very generous  
comments concerning my work.

Receiving your confidence to the extent  
of being able to participate in this matter was  
to me most gratifying and I am indeed grateful  
for the opportunity.

The justifiable esteem in which you are  
held by the people, and by the members of both  
political parties, is clearly shown by President-  
elect Kennedy's early request that you continue  
your most important work. I earnestly hope that  
the coming years will be even better and more  
rewarding for you and you may be assured that I  
will look forward to the opportunity of doing  
everything possible to help make them so.

Sincerely,

*Donald E. Moore*

Donald E. Moore

67-191804-256  
Searched \_\_\_\_\_ Numbered \_\_\_\_\_

9 DEC 1 1960

EXP. PROC.

NOV-29-1960

Mr. Tolson ✓  
Mr. Mohr ✓  
Mr. Parsons ✓  
Mr. Belmont ✓  
Mr. Callahan ✓  
Mr. DeLoach ✓  
Mr. Malone ✓  
Mr. McGuire ✓  
Mr. Rosen ✓  
Mr. Tamm ✓  
Mr. Trotter ✓  
Mr. W.C. Sullivan ✓  
Tele. Room ✓  
Mr. Ingram ✓  
Miss Gandy ✓

REC-135

31  
6 DEC 5 1960

FILE

FBI

VIA AIRTEL

DATE: 11/4/60

TO: DIRECTOR, FBI  
ATTENTION: ASSISTANT DIRECTOR ALAN H. BELMONT

FROM: SAC, (NEW YORK) (67-1777)

SUBJECT:   b7D  
ESPIONAGE - R

65-66132

Donald E. Miller

BRANIGAN

The purpose of this communication is to bring to the Bureau's attention the outstanding work performed by certain individual employees in connection with the investigation of this case and to recommend that the Bureau afford these individuals appropriate recognition for their individual contributions to the overall success of the operation.

BACKGROUND OF CASE

As the Bureau is aware, investigation of this matter commenced in July, 1960, when as a result of the SOCAP program one   was selected for investigation in order to resolve his identity and to attempt to determine whether he could possibly be a deep cover Soviet intelligence agent illegally in this country. Investigation rapidly developed the information that subject was probably not   who had been born in Detroit and who had returned with his family to Germany in the early 1930's. According to our investigation, the subject first appeared in the New York area in July of 1959 and had lived at several addresses in Manhattan, which addresses were either rooming houses or third rate hotels. Interviews of former landlords in New York and investigation at Detroit and in State Department records strengthened the belief that the subject was probably an illegal agent.

REC-135

67-72-9348

Since the subject's current whereabouts as of July, 1960, could not be determined, a widespread investigation was undertaken covering rooming houses, hotels and banks in logical areas of New York City in an attempt to locate him. In addition, various repositories of public records, such as drivers' licenses, automobile registrations, Blue Cross applications, etc., were canvassed in an attempt to find this individual.

18 - Bureau (RM)  
1 - New York (67-1777)  
(Copies cont'd Page 1a)

AEB:DMCK

DEC 9 1960

THREE

PERS. FILES

ESP. SEC.

PERS. CLASS

Verano - Branigan to Bureau  
JPL - ST - 11/5/60

Airtel to Director  
NY 67-1777

Copies, continued:

Bureau Personnel Files

1 - Inspector Donald E. Moore  
1 - ASAC Joseph L. Schmit  
1 - SA James P. Kehoe  
1 - SA John J. O'Toole  
1 - SA James E. Freaney  
1 - SA [REDACTED]  
1 - SA Roger W. Robinson  
1 - SA [REDACTED]  
1 - SA Carlyle W. Miller  
1 - SA [REDACTED]  
1 - SA [REDACTED]  
1 - SA William A. Flynn, Jr.  
1 - SA Joseph F. Diffley  
1 - SA [REDACTED]  
1 - SA Arnold E. Brandt  
1 - SA [REDACTED]

New York Personnel Files

1 - ASAC Joseph L. Schmit  
1 - SA James P. Kehoe  
1 - SA John J. O'Toole  
1 - SA James E. Freaney  
1 - SA [REDACTED]  
1 - SA Roger W. Robinson  
1 - SA [REDACTED]  
1 - SA Carlyle W. Miller  
1 - SA [REDACTED]  
1 - SA [REDACTED]  
1 - SA William A. Flynn, Jr.  
1 - SA Joseph F. Diffley  
1 - SA [REDACTED]  
1 - SA Arnold E. Brandt  
1 - SA [REDACTED]

b6

Airtel to Director  
NY 67-1777

In September, 1960, while one million applications for library cards in the New York area were being reviewed, an application with a previously unknown address was found in the name of the subject. Investigation at this address disclosed that the subject was in fact residing there at that time. Limited physical surveillance coverage was immediately inaugurated by means of an off-the-street lookout. An anonymous source was developed in the subject's room which developed considerable information concerning the subject's personal affairs and belongings. This source disclosed that the subject had an expensive shortwave radio receiver secreted in a locked foot locker within a locked closet in his room. The source also made available samples of several pills, capsules and tablets, all ostensibly popular patent medicines. An examination of these medications by the FBI Laboratory disclosed that one of the tablets, ostensibly a Creamalin tablet, was unquestionably connected with a secret writing process.

b6

All of the known data concerning the [redacted] family and [redacted] in particular, the current activities of the subject, the information supplied by the anonymous source mentioned above, together with the Laboratory's findings, pointed almost conclusively to the subject's being an illegal agent. Since there appeared little likelihood of taking effective legal action against the subject, or that a continuation of the investigation would lead to further information concerning his modus operandi, his assignments, contacts, etc., it was recommended that a carefully planned defector approach and the operation of the subject as a double agent if possible would yield better results to the Bureau in effectively discharging its heavy responsibilities in protecting the security of our country. The Bureau agreed with this recommendation.

On October 18, 1960, under the personal supervision of Inspector Donald E. Moore, certain selected Agents of the New York Office initiated this program. The Bureau has been advised by other communications of the specific results achieved in the interviews of the subject to date which are not being repeated in this communication except to note that the subject has admitted that he is indeed an intelligence agent, dispatched illegally to the U. S. under cover by East German and Soviet superiors and furnished information regarding



Airtel to Director  
NY 67-1777

his training, methods of communication, etc. At the present time the subject is being very carefully handled and there is every indication that considerable additional information may be secured in the continuation of this operation.

### RECOMMENDATIONS

#### INCENTIVE AWARDS

It is recommended that the Agents listed below who performed in an outstanding manner in the interrogation of the subject for a period of almost two weeks in an isolated location, where they were on duty for practically 24 hours each day, be recognized for their outstanding performance and achievement with appropriate incentive awards. Inspector DONALD E. MOORE, who was on the scene during this entire period and directed the whole operation, is personally aware of the individual contributions of each of those present. It is suggested that the Bureau, after consultation with Inspector Moore, can best evaluate the individual contributions of each of the following.

The identity of these Agents is set forth below, together with additional comments as to contributions which they have made in the overall investigation.

SA JAMES P. KEHOE has had this case assigned to him since its inception and devised many of the investigative techniques utilized to locate the subject, secured the lookout plant utilized for surveillance, made arrangements for and participated in the anonymous source, helped develop the source which made available mail directed to the subject and in general, because of his broad background in Soviet espionage matters and his prior experience in cases of this type, particularly the [ ] investigation, was a key figure in the entire operation.

b7D

SA JOHN J. O'TOOLE assisted in planning many phases of the investigation, participated in contacts of the anonymous source and was of tremendous value in all phases of the investigation due to his prior experience in handling the informant in the [ ] case and because of his broad knowledge of Soviet espionage investigations.

Airtel to Director  
NY 67-1777

SA JAMES E. FREANEY, by virtue of a long background in Soviet espionage matters, coupled with his attributes of personality and character, was a strong factor in the eventual success of this operation. In addition, together with SA FLYNN, who will be mentioned below, SA FREANEY secured on a cost free basis the use of the premises of the "safe house" used in this operation, which, by reason of physical arrangement and geographic surrounding, was perfect for the utilization to which it was put.

SA [ ] who also has had wide experience in Soviet espionage investigations, with the exercise of great tenacity and persuasiveness during the interrogation played the part of a "friend" of the subject and at the present time is the subject's principal contact.

b6

SAS [ ] and [ ] while not listed as principal interrogators, played roles as cooks and housekeepers with outstanding skill and in addition from time to time participated in interviews with the subject which had no small part in securing his cooperation.

SAS ROGER W. ROBINSON, [ ] and CARLYLE W. MILLER were assigned roles of guards during the interrogation and also assisted from time to time in interviews as the operation proceeded.

All of the foregoing, in the face of a difficult assignment, despite the personal hardship and sacrifices necessarily entailed, performed their duties in an outstanding manner with cheerfulness and a splendid attitude.

#### LETTERS OF COMMENDATION

It is recommended that a personal letter of commendation be directed to SA WILLIAM A. FLYNN, JR., a Resident Agent at White Plains who assisted SA FREANEY in locating the house used for interview and maintained liaison throughout the period with the owner of the premises in order that the entire affair could be conducted with great discreetness and without any possibility of embarrassment to the Bureau. It should be noted that the use of this magnificent manor house located in a large estate was furnished for this operation without cost to the Bureau.

Airtel to Director  
NY 67-1777

It is also recommended that a personal letter of commendation be directed to SA JOSEPH F. DIFFLEY who, by reason of his broad background in Soviet espionage investigations and in particular his experience in connection with the [ ] case, assisted in the planning of various phases of this operation and also assisted SA KEHOE in the setting up of and subsequent contacts with the anonymous source mentioned above. b7D

It is recommended that a personal letter of commendation be directed to SA [ ] who maintained contact with the landlord of the subject's residence in a highly effective manner and also assisted SA KEHOE in securing the lookout plant utilized for the physical surveillance. In this connection it should be noted that this plant, which was operated for several weeks, was secured without any rent being charged. In addition, SA [ ] assisted SA KEHOE in arranging the original coverage of the subject's mail and also maintained the daily contact which this coverage required. b6

As the Bureau is well aware, an investigation as important and widespread as this case has required effective efforts of a large number of other employees to handle various phases of the investigation, such as the covering of numerous subsidiary leads, the long and difficult canvasses which were required before the subject was located as well as the manning of the observation post and mobile units during the period of several weeks while this coverage was maintained. It is recommended that a general letter of commendation be directed to this office in recognition of the noteworthy accomplishments of these employees.

The New York Office is well aware that the successes achieved so far in this investigation could not have been possible without the wholehearted support, advice, counsel and leadership afforded us from individual supervisors and officials at the Seat of Government. Inspector Donald E. Moore, in addition to being personally present during the most acute phase of this operation, has made great contributions in the overall planning of the case which led to such a successful conclusion. We are also aware and deeply appreciative of the outstanding contributions made by personnel of the FBI Laboratory who, by reason of the nature of the case and the manner in which it broke were required to work long hours in

Airtel to Director  
NY 67-1777

the various examinations requested and by necessity sacrificed long hours during week ends and late evening hours in order to provide the proper answers to vexing technical questions.

ADDENDUM BY THE SAC

I agree with all of the comments and recommendations made herein and in addition would like to direct the Bureau's attention to the leadership provided to this case in a forthright and effective manner by the supervisory staff of this office.

ASAC JOSEPH L. SCHMIT, who is in charge of the Espionage Division, has given this case his personal attention on a day by day basis. Except for the period when he was hospitalized and on sick leave, he has reviewed and approved all communications concerning this matter. He has participated personally in all the major decisions affecting the investigation of this case and at all times has provided inspiring leadership for all Agents directly assigned to this matter. For the effective manner in which he has fulfilled his heavy responsibilities from the standpoint of administration and leadership, I recommend that a personal letter of commendation be directed to ASAC SCHMIT.

Staff Supervisor ARNOLD E. BRANDT in his capacity as Staff Supervisor has had overall responsibility for all phases of this investigation. For the effective manner in which he has handled his duties in this investigation, I recommend that a personal letter of commendation be forwarded to Supervisor BRANDT.

Supervisor [ ] has been charged with the direct and specific responsibility for the investigation of this case and in the absence of Supervisor BRANDT has also shared the overall supervision. SA [ ] has not only provided effective on-the-spot leadership but was instrumental in devising the programs and procedures which led to the success so far achieved. For the notable manner in which Supervisor [ ] has discharged his responsibilities, I recommend that a personal letter of commendation be directed to him.

b6

UNITED STATES GOVERNMENT

## Memorandum

TO : Mr. Mohr

DATE: November 30, 1960

FROM : J. F. Malone *JFM*SUBJECT: INSPECTION - DOMESTIC INTELLIGENCE DIVISION  
E. C. WILLIAMS, INSPECTION STAFF  
OCTOBER 26 - NOVEMBER 18, 1960

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

*Domestic Intelligence Div* SYNOPSIS

Officials: A. H. Belmont, Assistant Director since 9/30/51; Inspector J. A. Sizoo, No. 1 Man and Branch Chief (Internal Security - Liaison Branch) since 9/15/51; Inspector D. E. Moore, Branch Chief (Espionage - Central Research Branch) since 10/14/56. Last inspection 7/23/58 to 10/31/58, recheck inspection 2/16/59 to 3/6/59.

Physical Condition and Maintenance - Very Good. Space maintained in orderly fashion and generally neat and clean. Immediate corrective attention afforded minor housekeeping delinquencies, none of which affected safety or of substantive nature. Operations of night and weekend duty supervisor desk moved from Assistant Director's Office to outer office.

Investigative Operations - Very Good. Work load equitably distributed and adequate. Mail flow smooth. Field delinquency increasing and above over-all Bureau delinquency. Instructed to reduce. Emphasis on espionage and intelligence operations with positive aggressive approach has resulted in identification of two "sleeper type" espionage agents through Bureau investigations as well as development of timely intelligence information and identity of foreign intelligence agents. Instructed to continue forward approach. Security informant coverage and double agents increased with informant coverage of Communist Party 7.86%. Foreign liaison added in 9 countries and cryptographic material obtained through aggressive effort which is valued at \$960,000.

Administrative Operations - Very Good. Supervisory responsibility fixed for effective operations and policy guidance to field adequate and in conformity with Bureau regulations. Division instructed to insure assignment of citizen letters clearly identified with substantive matters to substantive desks. Purge of administrative and form-type mail in "JUNE" file (Division record of highly confidential techniques), concurred in by Division, expected to result in excess of 50% records space saving. Division alert to economy.

Personnel Matters - Very Good. Personnel adequate, not excessive. Morale high. Employee interest and enthusiasm high with solid teamwork operation. All Agent personnel within desirable weight limits. Overtime equitable and productive. Division average 3 months - 2'34".

Enclosure

1 - Mr. Callahan (Attn: Mr. C. R. Davidson) (sent separately)

ECW:dlh

(5)

3 XEROX  
DEC 21 1960  
VPO

67-149000-1-1221

8 DEC 21 1960

Memo to Mr. Mohr

Re: Inspection - Domestic Intelligence Division

Contacts - Very Good. Division alert to importance of contacts and maintains widespread liaison function. Speech program effective.

RECOMMENDATIONS: 1. Assistant Director Alan H. Belmont, EOD 11/30/36; GS-18 @ \$18,500; Domestic Intelligence Division since 2/27/50; Assistant Director since 9/30/51; age 53. Mr. Belmont has developed a solid team effort through aggressive leadership and with a firm but fair approach. With a thorough knowledge of security operations he commands complete respect for his decisions and ability to put them into effect. Current efficient operations warrant his retention and the attached letter if approved, will set forth findings of the Inspection.

2. Inspector Joseph A. Sizoo, No. 1 Man; EOD 7/10/35 (clerk) 11/1/38, (SA) since 9/15/53 in division; age 49; GS-17 @ \$16,790. A capable and loyal Bureau executive who has demonstrated ability to run Division in absence of Mr. Belmont. Being thoroughly conversant with policies and problems inherent in security work he affords effective leadership in this field. Mr. Belmont advises Sizoo is most competent in handling his responsibilities and Inspector concurs. Recommend he be retained in his assignment consistent with the needs of the service.

3. Inspector Donald E. Moore, EOD 3/10/41; GS-17 @ \$16,530, in present position since 10/14/56; age 42. Mr. Moore is responsible for intelligence operations of the division and has proven himself to be a strong administrator with thorough knowledge of operations and ability to take charge of complicated investigative problems. He makes an excellent appearance and affords aggressive leadership within Division. Mr. Belmont advises Moore has excelled in handling his responsibilities and Inspector concurs. Recommend he be retained in present assignment and be considered for additional responsibilities consistent with the needs of the service.

4. If approved, the attached letter should be sent to Mr. Belmont summarizing the inspection findings.

Memo to Mr. Mohr  
Re: Inspection - Domestic Intelligence Division

DETAILS

**PHYSICAL CONDITION AND MAINTENANCE . . . . . VERY GOOD**

Division occupies space first floor (Front Office, Internal Security Section, Subversive Control Section, Nationalities Intelligence Section), second floor (Espionage Section) and seventh floor (Liaison Section and Central Research Section) of Justice Building and sixth floor Identification Building (IB) (Name Check Section). Making maximum use of space available. All space found to be maintained in orderly fashion, generally neat and clean. Night and weekend supervisors desk installed in office of Inspector D. E. Moore to remove these operations from Assistant Director's Office reducing traffic. Units within sections contiguously located and sections suitably located consistent with available space. Name Check Section properly located in IB near files in view of large file review operation.

Minor housekeeping delinquencies ordered corrected on spot or arrangements made to have corrected at earliest date. None affecting safety or of substantive nature. General Services Administration schedule controls repainting, this being followed by Division. Repair orders being handled individually, on current basis.

**INVESTIGATIVE OPERATIONS . . . . . VERY GOOD**

Work load on section by section basis determined to be equitably distributed and adequate. Pending origin matters in field as of 10/1/60 was 18,808 decrease of 8.1% compared to over-all Bureau drop of 10.5% since recheck inspection. Principal decrease in general communist matters. Increase of 44% (1522 cases) in matters involving nationalistic tendencies, particularly in area of Cuba and Latin America. Delinquency in matters supervised by division increased during period July - September, 1960, from 8.9% to 11.2% while Bureau delinquency for same period ranged from 6% to 6.8%. Emphasis placed with Division to reduce over-all delinquency. Buffalo Division consistently over 12% during period checked with high of 17.9% in September, 1960, being followed for steps initiated to reduce. Division to follow offices with continuing high delinquency and instructed to reduce.

Study of mail flow both incoming and outgoing noted no areas of delay. Signature mail being received steadily at all executive levels. Six week analysis of mail delinquency discloses aggressive steps taken to control and no imbalance with regard to personnel and work assignments. Mail count determined all personnel sharing in work load on equitable productive basis. Review of 186 cases, including ten most important cases in each section developed no substantive or form errors.



Memo to Mr. Mohr

Re: Inspection - Domestic Intelligence Division

Division has placed emphasis on espionage and intelligence operations directed towards penetration of Soviet Intelligence with noteworthy accomplishments. Since February 18, 1959, considerable increase in development of "Double Agents" (26) and potential (36). During same period 41 foreign intelligence agents identified and information developed resulted in Soviet-Bloc officials being declared persona non grata. Division has taken positive approach to identify illegal Agents as exemplified by program to review new Social Security applications which has turned up two illegal Agents. One being developed as double agent and other being checked out for possible development. Division successful in developing intelligence of national and international importance, dissemination of which has resulted in highly commendatory statements regarding Bureau's work. Division alert to responsibility to develop and disseminate information of intelligence value. During the period since the recheck inspection the Division has furnished cryptographic material originating with 8 countries to the National Security Agency. This has been evaluated at \$960,000 in time and labor saved.

Ceiling of 90 technical surveillances being closely observed. As of 10/31/60, 86 were in operation, all closely supervised and adequately justified. Technical instructions furnished improving handling of remote control installation.

Two informants in top echelon of Communist Party have made seven missions to Soviet and other Communist countries developing extensive international intelligence including summary of Soviet document dealing with ideological dispute between Soviet and Red China. This data extremely important to White House, State Department and other government agencies.

Central Research Section continues excellent work in preparing articles which have had dramatic impact on public, such as "Communist Target-Youth," "One Nations Response to Communism," and "Communist Illusion and Democratic Reality." In addition, continues research into criminal matters (Crimdel) and intelligence analysis (CINAL).

Defense plans manual revised and detailed field revisions being reviewed on current basis with target date for completion 12/15/60. Security informant coverage increased to 1507 (1439 as of 3/1/59). Live informants in Communist Party (CP) increased from 412 last inspection to 433 or 7.86% of estimated party membership (5531). Division survey of live informant coverage and emphasis on field offices needing improvement continues. Series of five field conferences on development and handling of Security Informants successful in promoting positive recommendations. Communist Index program in current status.



Memo to Mr. Mohr  
Re: Inspection - Domestic Intelligence Division

Review of work of Name Check Unit which services requests of other government agencies emphasizes broad assistance Bureau affords (1,040,209 requests in 1960 fiscal year). Four month comparable period July - October, 1959 - 1960, discloses work load constant and being handled with reduced personnel in prompt and efficient manner.

Effective work of foreign liaison noted with coverage extended to sources in 9 additional countries. Domestic liaison maintained at high level assuring Bureau of access to all levels of government.

Division programs reviewed and found to be justified on continuing basis, generally productive and sound. Close evaluation afforded those in existence substantial period of time. Frequency of reporting procedures on potential clandestine radio operators placed on annual basis instead of semiannual with no reduction in efficiency of coverage. Division directed to maintain record of "Double Agents" developed as result of program to place selected persons in touch with intelligence Agents as factor evaluating results. Program to penetrate Soviet Intelligence Courier System in operation three years to be closely followed and termination considered if continues to be unproductive. Emphasis placed on constant review of programs in order to assure unproductive are dropped in favor of concentrating efforts on productive.

ADMINISTRATIVE OPERATIONS . . . . . VERY GOOD

Supervisory responsibility clearly fixed with number one men, Section Chiefs and supervisors, with smooth flow of policy instructions and effective teamwork between officials at all levels. Supervision and policy guidance to field adequate and in conformity to Bureau regulations. Survey of correspondence determined citizen inquiry on general security matters handled centrally in Correspondence Unit to maintain consistent policy in reply to public. Inspector instructed all such letters clearly indicating substantive responsibility be assigned substantive desks. Security-type Fraud Against the Government cases handled on one desk in Subversive Control Section. Inspector instructed Division continually evaluate centralized handling for future consideration of realignment if warranted.

Errors in outgoing correspondence for 9 week period total 3 in 1759 pieces of mail for a percentage of .001%. Division directed to stress need for accuracy at all levels of operations. Minor bookkeeping errors noted and corrected in time and attendance records, none affecting fringe benefits. Full utilization of #1 Registers in Front Office instituted by allowing entries for more than one day. Resultant saving of space and feasibility of extending to other areas of Bureau to be discussed at Monthly Personnel Conference in 90 days. Odd-hour shifts fully justified and limited to necessary around-the-clock coverage of investigative responsibilities.

Memo to Mr. Mohr  
Re: Inspection - Domestic Intelligence Division

No discrepancies noted in division inventory, however, inconsistency of clerks and Agents handling this assignment in various sections observed and corrected. System of clerk being assigned this duty in each section under supervision of #1 Man installed as well as maintenance of records in uniform manner. Division alert to economy in operations as demonstrated by approved acquisition of Xerox machine which should save \$8,000 a year in necessary copying of records.

Constant evaluation of Defense Plans demonstrated, recommendation made and placed into effect that will insure the keeping of "chain of command" up to date by arranging for Movement Unit to advise immediately of personnel changes.

Inspector examined "JUNE" files (Division record of highly confidential techniques) and recommended purge of administrative and form-type serials after review by Division to determine serials falling in this category. Mr. Belmont agreed and present purge plan estimates in excess of 50% records space saving. Division also alerted to possibility of microfilming.

Tight administrative controls on mail covers justified and insure compliance with existing regulations and policy. Inspector recommended and Division agreed to extend re-authorization period to every six months in "sleeper type" cases rather than every 30-day basis to reduce paper work without affecting control. Recommendation adopted to destroy mail cover index cards for inactive files 2 or more years old.

Instruction folder for extra duty supervisor reviewed and recommendation for administrative change adopted to fix responsibility for up-to-date instructions.

Combined production of stenographers and typists 2.21 pages per hour, considered satisfactory in view of high percentage inexperienced personnel. Division instructed to continue intensive training program to maintain satisfactory level of production and reduce error factor. Retypes due to Agent error or change 5.29% (February, 1959 - 4.4%). Inspector instructed need for better preparation and correction of faulty dictation practices be continually stressed to reduce error.

PERSONNEL MATTERS . . . . . VERY GOOD

Training of Agent personnel in all sections, primarily on-the-job type, is adequate and effective. Agent and clerical conferences monitored, covered timely topics and considered constructive. Through observation and interview of numerous employees every indication of solid teamwork operation and high employee interest and enthusiasm. No indication of factions, cliques or favoritism. Morale found to be high. Personnel considered adequate but not excessive consistent with evaluation

**Memo to Mr. Mohr**  
**Re: Inspection - Domestic Intelligence Division**

of work in each unit and section as well as Division-wide basis. Personnel needs are matter of continued evaluation within Division.

Voluntary overtime for period August, September, October, 1960, averaged 2 hours 34 minutes and determined to be adequate and productive with work load equitably shared. FBIRA membership 99% with division continuing effort for 100%. Need for improvement in number of contributions to Investigator stressed. All Agents within desirable weight limits. All Agents available during availability check. Three Agents on limited duty followed on 60-day basis by Administrative Division considered justified.

Qualified personnel are considered and advanced to positions of greater responsibility consistent with Bureau's need. Incentive award and commendation programs considered satisfactory, with 38 incentive awards and 415 commendations for Agents and clerks since recheck inspection. Inspector suggested commendation letters to clerical personnel generally be presented by section chief with oral congratulations - Division agreed. July - October, 1960, figures reveal Division with 5.9% of personnel at Seat of Government has contributed 23.1% of total suggestions. Promotional availability list maintained and discussed at clerical conference yearly.

Exit interviews of clerical employees spot checked and handled satisfactorily. Inspector instructed Assistant Director or person acting in his absence conduct Agent exit interviews. No abuses noted in spot checks of employee rest periods. Division funds audited and found to be kept in accordance with Bureau regulations. Spot checks of work boxes and desks located, no notes over 90 days. Sick leave properly taken and no indication privilege abused. One supervisor instructed to execute certification of past safe driving record (FD-289) bringing up to date all records relating to personnel qualified to drive Bureau car. Check made of available Agents credentials, badges, revolvers, and identification tags. One Agent instructed to obtain new credentials with up-to-date picture and one Agent to have credentials cleaned. Other property examined considered satisfactory.

**CONTACTS . . . . . VERY GOOD**

During the period 10/59 - 10/60, the Division has had an aggressive speech program totaling 113 speaking engagements before quality groups, particularly at the Government and university level. Assistant Director Belmont has made seven speeches including a National Strategy Seminar in California. Chief Inspector W. L. Sullivan has gained material acceptance for his speeches in the security field and during the period spoke on 76 occasions. These have all been well received as evidenced by the commendatory response. Three supervisors in Central Research being assigned speeches.


Memo to Mr. Mohr

Re: Inspection - Domestic Intelligence Division

on selective basis because of increased demand and to augment this important program.

Liaison functions of this division are widespread due to the very nature of security work. Mr. Belmont keenly aware of importance of liaison. The Division maintains contacts with all civilian and military Government agencies on a regular basis as well as membership on key strategy committees in the area of national defense. This extends to key international groups such as NATO and through our foreign liaison with key security and police forces of all friendly nations. A review of this program discloses that at all levels, executive, legislative and judicial, liaison representation is effective and timely.

Relations with the Department of Justice were found to be controlled by the Front Office in accordance with Bureau regulations. No areas noted of individual supervisors maintaining unauthorized liaison with Department representatives.



NAME: DONALD E. MOORE

TITLE: INSPECTOR

PAYROLL #2997

GRADE GS-17, \$16,530

Non-Veteran

NOT ON PROBATION

NOT ON LIMITED DUTY

Assistant Director Belmont:

Mr. Moore has been assigned as Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division since October, 1956.

He presents an excellent appearance, has an exceptionally fine personality, a splendid attitude, and pours a high degree of energy and industry into his work. In handling the work of his Branch he is constantly confronted with problems arising, both from the field and within the Bureau, and he has excelled in resourcefulness, ingenuity, and excellent judgment in meeting these problems. Due to his extensive field experience, both as an agent and an administrator, and his experience at the seat of government, he has an unusually sound background of investigative and administrative work, and he has applied his knowledge to excellent effect.

Inspector Moore excels in his ability to work under pressure and handle difficult assignments, rising to the challenge of difficult work. He is consistent on accuracy and handles a large volume of work.

Upon occasion, he has also taken charge of the entire Division, in the absence of the Assistant Director, and he has handled this assignment in a highly creditable fashion.

Mr. Moore has been commended on numerous occasions for his excellent handling of Bureau matters, and in April 1959 he received an incentive award for exceptional performance in connection with an espionage case. Since the date of the last recheck inspection he has been censured on only one occasion, 6/2/59, for nonsubstantive errors in items of correspondence approved by him.

Inspector Moore is a thoroughly experienced, highly devoted executive, and has performed in a superior fashion during the period since the last inspection.

Rating: EXCELLENT

DOMESTIC INTELLIGENCE DIV. INSPECTION

11/3/60

AHB:CSH

67-NOT RECORDED

8 DEC 9 1960

2-*[Signature]*  
3510

INSPECTOR WILLIAMS  
(meh, 12/6/60)

The Inspector is in agreement  
with the views of Mr. Belmont.  
Mr. Moore presents an excellent

appearance and has a most effective personality. He is an excellent administrator, commanding full respect of the employees under his supervision. He has done an outstanding job in directing on-the-scene operations of a delicate nature. He is completely loyal and dedicated and has a highly intelligent, practical approach. He is interested in and available for administrative advancement and he is considered to have excellent potential in this regard. He is within satisfactory weight limits and has equally shared the work load in the division.

December 12, 1960

PERSONAL

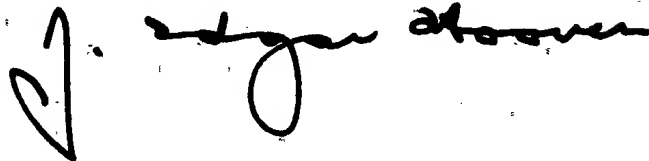
Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Moore:

I am indeed pleased to commend you for the outstanding attitude you exhibited in reporting for duty today despite the extremely hazardous travel conditions.

You demonstrated a most exemplary devotion to the work of the FBI in considering your services so essential that, in spite of an announcement that all Federal Government agencies would be closed, you reported for duty. I certainly appreciate your dedicated efforts and I want you to know I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,



Tolson \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Malone \_\_\_\_\_  
McGuire \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

March 10, 1961

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Moore:

In appreciation of twenty years of dedicated public service with the FBI, it is my pleasure to present your Twenty-Year Service Award Key and to extend my most sincere congratulations on a job well done.

Your years of faithful service to the ideals and purposes of the FBI have contributed immeasurably to its success and you may be justifiably proud of your efforts and achievements as a Bureau associate. As your responsibilities have increased over the years to the demanding position you occupy in the Domestic Intelligence Division you have shown admirable ability and skill in furthering the best interests of the Bureau. Our organization must look toward its tried and experienced personnel for the leadership, strength and stability needed for the continuing effectiveness of its operations and you may readily number yourself among this group. More important than this expression of my deep gratitude is the fact that your unselfish devotion to the Bureau may well serve as an inspiration for your associates to emulate. Your many accomplishments over the years have been a contributing factor in augmenting our reputation in the field of law enforcement.

I sincerely hope that good health and your own personal desire will enable us to receive the benefit of many more years of your devoted service.

With best wishes and kind regards,

Sincerely,



Salutation per reading room.

Enclosure

1- Mr. Belmont (Personal)

1- Mr. M. A. Jones (Direct)

NEM:hmm

TELETYPE UNIT

Tolson  
Mohr  
Parsons  
Belmont  
Callahan  
Conrad  
DeLoach  
Malone  
Rosen  
Trotter  
Evans  
W. G. Sullivan  
Tele. Room  
Ingram  
Gandy

RECEIVED READING ROOM

FEB 9 9 29 AM '61

REC-156

171-814-259

Special delivery to Mr. Jones  
through 500 on 3-9-61



**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*Useful  
prob. summary*

Name of Employee: DONALD E. MOORE

Where Assigned: Domestic Intelligence Division, Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector, GS-17

Rating Period: from 4/1/60 to 3/31/61

ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

DM

Rated by:

*C. Belmont*  
Signature

Assistant  
Director  
Title

3/31/61  
Date

Reviewed by:

Signature

Assistant Director  
Title

APR 19 1961  
Date

Rating Approved by:

*M. P. Callahan*  
Signature

Title

Date

TYPE OF REPORT

☒ Official  
☒ Annual

REC-111		67-191864-258	
Searched		Numbered	
4 APR		17 1961	
<input type="checkbox"/> Administrative <input type="checkbox"/> 60-Day <input type="checkbox"/> 90-Day <input type="checkbox"/> Transfer <input type="checkbox"/> Separation from Service <input type="checkbox"/> Special			

**9 APR 25 1961**

74

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/60 to 3/31/61

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
O (14) Technical or mechanical skills.  
+ (15) Investigative ability and results:
  - (a) Internal security cases
  - (b) Criminal or general investigative cases
  - (c) Fugitive cases
  - (d) Applicant cases
  - (e) Accounting casesO (16) Physical surveillance ability.

- + (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
+ (19) Reporting ability:
  - (a) Investigative reports
  - (b) Summary reports
  - + (c) Memos, letters, wires  
(Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail)O (20) Performance as a witness.  
+ (21) Executive ability:
  - + (a) Leadership
  - + (b) Ability to handle personnel
  - + (c) Planning
  - + (d) Making decisions
  - + (e) Assignment of work
  - + (f) Training subordinates
  - + (g) Devising procedures
  - + (h) Emotional stability
  - + (i) Promoting high morale
  - + (j) Getting resultsO (22) Ability on raids and dangerous assignments:
  - (a) As leader
  - (b) As participant+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
- (25) Miscellaneous. Specify and rate:

+ Dictation ability  
+ Capability for additional responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Security - administrator

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Desk man - Inspector - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

D E M

RE: INSPECTOR DONALD E. MOORE

NARRATIVE COMMENTS

Mr. Moore has been assigned as Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division during the entire rating period.

He presents an excellent appearance, has an exceptionally fine personality, a splendid attitude, and pours a high degree of energy and industry into his work. He has had extensive field experience, both in the investigative and administrative fields, and has, as a consequence, the ability to understand and meet the problems of the field which confront him on a daily basis.

He has excelled in resourcefulness and ingenuity, and has shown excellent judgment. He excels in his ability to work under pressure and handle difficult assignments, rising to the challenge of difficult work.

His approach is analytical and designed to produce concrete results, rather than mere show. He is deeply interested in the problems facing the Bureau in the field of Soviet bloc espionage, and has devoted himself assiduously to solving these problems. He handles a large volume of work in an accurate manner. On the occasions when he has taken charge of the entire Division he has shown himself to be highly capable in this respect.

In May 1960 he played a prominent part in the preparation of a special project, for which he was thanked by the Director. In November, 1960 he received an incentive award for the superior manner in which he assisted in the development of a confidential source of information of extreme value to the FBI. On 12/12/60 he was commended for his outstanding attitude in reporting for duty in spite of hazardous travel conditions.

Mr. Moore is an excellent administrator, commanding the full respect of the employees under his supervision. He is completely loyal and dedicated, and has performed in a superior fashion during the entire rating period. He is rated as EXCELLENT.

Employee's  
initials

DEW

**PART II - SPECIFIC COMMENTS**

**1. Justification for any Minus Ratings Given:**

N.A.

**2. Experience and Ability as Inspector's Aide:**

Mr. Moore is an Inspector.

**3. Participation in Informant Programs:**

He has shown excellent results in an administrative capacity in the development of informants and double agents. Received

**4. Testifying Experience and Ability:** incentive award 11/25/60 for such activities on his part.

N.A.

**5. Disciplinary Action:**

None

**6. Accounting Information:**

N.A.

**7. Police Instruction:**

N.A.

**8. Sound Training:**

N.A.

**9. Resident Agents:**

N.A.

**10. Foreign Language Ability:**

None

Employee's  
initials

DM

11. Administrative Advancement:

- a. Agent is interested in administrative advancement - Yes XXX  
No
- b. Agent is completely available for administrative advancement - Yes XXX  
No
- c. Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance- Yes XXX  
No
- d. His qualifications for administrative advancement are considered to be (answered only if answer to "c" is "Yes") -  
Very Good       
Excellent       
Outstanding XXX
- e. Agent has potential for future administrative advancement (answered only if answer to "c" is "No") - Yes       
No

May 18, 1961

Mr. Donald E. Moore  
505 Crown View Drive  
Alexandria, Virginia

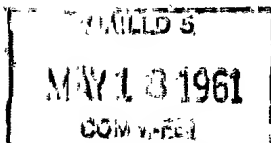
Dear Moore:

I have been informed of your illness,  
and want to express my concern and the hope that your  
condition is steadily improving.

Let me urge you to take things easy  
for a while, giving no thought whatsoever to returning  
to work until you feel perfectly well again.

Sincerely,

J. Edgar Hoover



1 - Mr. Belmont (Personal Attention)

CER  
(4)

NOT RECORDED-9

Mr. Moore has the 3-day measles which he contracted from his  
children. It is possible he may return to duty on 5-22-61.

Address obtained from Information.  
Salutation obtained from Reading Room.

Tolson \_\_\_\_\_  
Parsons \_\_\_\_\_  
Mohr \_\_\_\_\_  
Belmont \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Malone \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAY 23 1961

NOT RECORDED

MAY 23 1961

TELETYPE UNIT

July 14, 1961

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

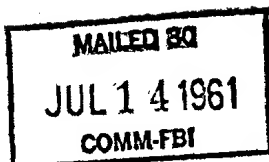
Dear Moore:

It is indeed a pleasure to commend you for your excellent performance in the over-all direction of the investigation of a leak of classified information which appeared in "Newsweek" magazine.

You exhibited unusually fine judgment, ability and tact in conducting the initial interviews and in the supervision of this highly sensitive matter. I was very much impressed with the splendid fashion in which this investigation was handled and your performance throughout was a distinct credit to you and to the FBI. I do not want the opportunity to pass without expressing my appreciation for your effective and devoted efforts.

Sincerely,

J. Edgar Hoover



1 - Mr. Sullivan (Personal Attention)

1 - Miss Usilton (Sent Direct)

1 - M. A. Jones

AFH

(6)

67-191804

NOTE: Salutation per file.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Malone \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

JUL 14 10 17 PM '61

RECEIVED

259

REC-132

*Handwritten signatures and initials*

*Handwritten signatures and initials*

*Handwritten signatures and initials*



UNITED STATES GOVERNMENT

## Memorandum

TO : W. C. Sullivan

DATE: July 12, 1961

FROM : S. B. Donahoe

1 - Adm. Division  
1 - Mr. Donahoe

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

SUBJECT: LEAK OF CLASSIFIED INFORMATION  
 APPEARING IN JULY 3, 1961, "NEWSWEEK"  
 MAGAZINE ARTICLE CAPTIONED "PENTAGON PLAN"  
 ESPIONAGE - X

Special Agent in Charge (SAC) Marlin W. Johnson of Washington Field Office (WFO) has submitted his recommendations as to recognizing excellent services of individual personnel of that office in handling this case.

Case was initiated 6-27-61 at request of Attorney General on behalf of President in view of grave leak of "Top Secret" security data. This top priority investigation was a sensitive and sweeping inquiry requiring extensive utilization of personnel and careful planning to get the job done properly. WFO was under instructions to complete the inquiry by 7-5-61 and to submit complete, comprehensive report by 7-6-61.

The fact that WFO fulfilled this commitment and did an excellent job in doing so, is a tribute not only to the highly competent performance of its personnel but also to the outstanding loyalty and attitude displayed by these employees who had to get the job done during the July 4th holiday period. This holiday situation added to the investigative problem since key people had to be located and interviewed. Some idea of the scope of the investigative and stenographic problem is found in the excellent 361-page report showing results of over 250 interviews conducted in this short period. Considerable work was required outside normal work hours.

SAC Johnson recommends individual letters of commendation be directed to 24 key Special Agents for their performance in this case. These men did a particularly noteworthy job and their average overtime ranged from 4 hrs. 33 mins. to 10 hrs. 43 mins. per day during the pertinent period.

He also recommends individual letters of commendation to 21 stenographers who did outstanding work, were exceptionally

65-66811

SBD:dmd

(6)

1 - Mr. Belmont

1 - Mr. Mohr

1 - Mr. Sullivan

REC-146

XEROX

JUL 25 1961

67-286-3495  
 157

73

JUL 2

Memorandum to Mr. Sullivan  
Re: LEAK OF CLASSIFIED INFORMATION  
APPEARING IN JULY 3, 1961, "NEWSWEEK"  
MAGAZINE ARTICLE CAPTIONED "PENTAGON PLAN"  
65-66811

cooperative and worked outside normal hours for period ranging from 4 hours to in excess of 30 hours.

He also cites the fact that 9 other Special Agents participated in the interviews to a lesser extent and 6 other Special Agents handled a delicate surveillance problem in flawless fashion. He points to the exceptional efficiency of the Chief Stenographer and Assistant Chief Stenographer. With regard to this group he recommends an over-all letter of commendation to the office where a copy will be placed in respective personnel files.

At the Bureau I feel the individual efforts of SA John F. Wacks, who supervised the case, and SA W. Raymond Wannall, Jr., Number One Man of this Section, deserve recognition. The report in this case was received at 7:35 p.m., Thursday, 7-6-61, and was to be sent to the Attorney General on Friday, 7-7-61. Both of these men had worked all Thursday but nevertheless worked all through that night and the following day in order to conduct a thorough and minute check of accuracy and quality of the report and to digest its contents in preparation for a written analysis of the results and transmittal to the Attorney General. The fact that this SOG aspect was handled with maximum efficiency is attributable to the loyal, hard-working performance of these men.

RECOMMENDATIONS:

1. Recommend individual letters of commendation be directed to personnel enumerated by SAC Johnson. While this will require a considerable number of letters it is believed the loyal and efficient efforts of these employees should be individually recognized.
2. Recommend over-all letter be directed to SAC Johnson taking cognizance of excellent efforts of other participants and also particularly commending personal efforts of SAC Johnson who gave this matter strong personal leadership and firm direction from the start.

John F. Wacks  
3. Recommend individual letters of commendation to SA Wacks and SA Wannall at SOG.

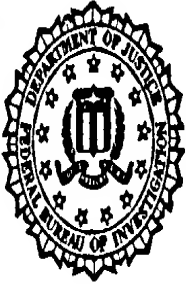
Memorandum to Mr. Sullivan  
Re: LEAK OF CLASSIFIED INFORMATION  
APPEARING IN JULY 3, 1961, "NEWSWEEK"  
MAGAZINE ARTICLE CAPTIONED "PENTAGON PLAN"  
65-66811

ADDENDUM: W. A. Branigan, 7-12-61

In addition to the above, the excellent services of Section Chief Sterling B. Donahoe and Branch Chief Inspector D. E. Moore should not go unrecognized. Inspector Moore was personally in charge of this investigation and personally conducted the initial interview with the ranking Defense Department officials and members of the Joint Chiefs of Staff. He personally conducted those phases of the investigation looking to the dissemination of the information. He used unusually fine judgment and tact in conducting these interviews and directing the over-all investigation. Section Chief Sterling B. Donahoe likewise was personally involved. While guiding the case on a section level he personally prepared and assisted in the preparation of the communications which were disseminated on a high level. He worked zealously on this case with unusual fervor. It is recommended that both Inspector D. E. Moore and Section Chief Donahoe receive personal letters of commendation.

WAB:td

*WCS*  
*V.*  
*Japer*  
*B*  
*DS*  
*Done*  
*7-14-61*  
*aff*



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

JUL 31 1961

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA

DONALD E. MOORE  
(Type or print plainly)

Dear Sir:

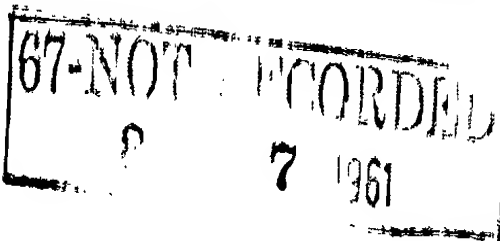
For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name <u>MRS. D. JEAN MOORE</u>	Relationship <u>WIFE</u>	Date <u>7/31/61</u>
Address <u>505 CROWN VIEW DR. ALEXANDRIA, VA.</u>		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name <u>SAME AS ABOVE</u>	Relationship	Date
Address		



Very truly yours,

Donald E. Moore  
Special Agent

3-mlt

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

August 28, 1961

I certify that I have received the following Government property for official use:

~~returned~~ Key, Riddell Building (6th & 8th floors) ✓✓

returned Key, Riddell Building (6th floor, west  
entrance.)

FILE

3-M

PER glh

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

Very truly yours,

(Written  
Signature)

Donald E. Moore

(Typed  
Signature)

Donald E. Moore

142  
SEP 28 1961

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

August 18, 1961

I certify that I have received the following Government property for official use:  
~~returned~~

Key to west door, 6th floor, Riddell Building

FILE

3-M

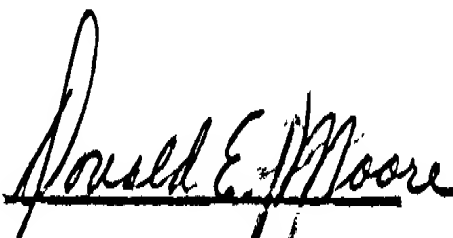
PER 

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written  
Signature)



(Typed  
Signature)

Donald E. Moore

142  
SEP 20 1961

# REPORT OF MEDICAL EXAMINATION

#5

# F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>MOORE, DONALD E.</b>			2. GRADE AND COMPONENT OR POSITION <b>INSPECTOR</b>		IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION <b>ANNUAL</b>		6. DATE OF EXAMINATION <b>9/6/61</b>	
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY CIVILIAN		10. AGENCY		11. ORGANIZATION UNIT
12. DATE OF BIRTH <b>7/11/18</b>		13. PLACE OF BIRTH <b>OKETO, KANSAS</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>NMHC</b>				16. OTHER INFORMATION		
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (Total)		LAST SIX MONTHS

NOR- MAL	CLINICAL EVALUATION (Check each item in appropriate col- umn; enter "NE" if not evaluated)	ABNOR- MAL
↑	18. HEAD, FACE, NECK, AND SCALP	
↑	19. NOSE	
↑	20. SINUSES	
↑	21. MOUTH AND THROAT	
↑	22. EARS—GENERAL (Int & ext. canals) (Auditory acuity under items 70 and 71)	
↑	23. DRUMS (Perforation)	
↑	24. EYES—GENERAL (Visual acuity and refraction under items 69, 60 and 67)	
↑	25. OPHTHALMOSCOPIC	
↑	26. PUPILS (Equality and reaction)	
↑	27. OCULAR MOTILITY (Associated parallel move- ments, nystagmus)	
↑	28. LUNGS AND CHEST (Include breasts)	
↑	29. HEART (Thrust, size, rhythm, sounds)	
↑	30. VASCULAR SYSTEM (Varicosities, etc.)	
↑	31. ABDOMEN AND VISCERA (Include hernia)	
↑	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
↑	33. ENDOCRINE SYSTEM	
↑	34. G-U SYSTEM	
↑	35. UPPER EXTREMITIES (Strength, range of motion)	
↑	36. FEET	
↑	37. LOWER EXTREMITIES (Excl. feet) (Strength, range of motion)	
↑	38. SPINE, OTHER MUSCULOSKELETAL	
↑	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	X
↑	40. SKIN, LYMPHATICS	
↑	41. NEUROLOGIC (Equilibrium tests under item 78)	
↑	42. PSYCHIATRIC (Specify any personality deviation)	
↑	43. PELVIC (Females only) (Check how done)	
	<input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-143  
ENCLOSURE  
39 - 5 in vs over it slim ant.

67-1114-260  
OCT 5 1961

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth  
—Nonrestorable teeth

X—Missing teeth  
XXX—Replaced by dentures

(6 X 8)—Fixed bridge, brackets to include abutments

R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
I	X										X						X
G																	
H																	
T																	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

*No defects noted*

45. URINALYSIS: A. SPECIFIC GRAVITY <b>1.016</b>		46. CHEST X-RAY (Place, date, film number and result)	
B. ALBUMIN <b>Neg.</b>	D. MICROSCOPIC <b>Neg.</b>	17005-61 <b>Neg.</b>	
C. SUGAR <b>Neg.</b>	48. EKG <b>WNL</b>	49. BLOOD TYPE AND RH FACTOR	
47. SEROLOGY (Specify test used and result)		50. OTHER TESTS	

19 Neg.

*[Signature]*  
*[Signature]*

# MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 6'11 in		52. WEIGHT 185		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE				56. TEMPERATURE 98.			
57. BLOOD PRESSURE (Arm at heart level)								58. PULSE (Arm at heart level)							
A. SITTING SYS. 118 DIA. 86		B. RECUMBENT SYS. DIA.		C. STANDING (3 min.) SYS. DIA.		A. SITTING 84		B. AFTER EXERCISE		C. 2 MIN. AFTER		D. RECUMBENT		E. AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. 75 177 NEAR VISION							
RIGHT 20/ 40		CORR. TO 20/ 20		BY lens S.		OX		20/ 6		CORR. TO		BY			
LEFT 20/ 20		CORR. TO 20/ 20		BY lens S.		OX		20/ 6		CORR. TO		BY			
62. METEOPHORIA (Specify distance)															
ES°		EX°		R. H.		L. H.		PRISM DIV.		PRISM CONV. CT		PC		PD	
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)				UNCORRECTED			
RIGHT LEFT				40c-1940 18/18								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST				69. INTRAOCULAR TENSION			
70. HEARING				71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WY 15 /15 SV 15 /15				250 500 1000 2000 3000 4000 6000 8000 856 818 1084 2045 2200 2600 3144 3198											
LEFT WY 15 /15 SV 15 /15				RIGHT LEFT											

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

REC'D - ADMIN. DIV.  
FBI  
SEP 21 3 42 PM '61

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

none

76. A. PHYSICAL PROFILE

P	U	L	M	E	S

77. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR  
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE  
P. R. Mcadden

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE



# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

# FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>MOORE, DONALD E.</b>		2. GRADE AND COMPONENT OR POSITION <b>INSPECTOR</b>		3. IDENTIFICATION NUMBER	
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>ANNUAL</b>		6. DATE OF EXAMINATION <b>9/6/61</b>	
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN		10. DEPARTMENT, AGENCY, OR SERVICE	
11. ORGANIZATION UNIT		12. DATE OF BIRTH <b>7/11/18</b>		13. PLACE OF BIRTH <b>OKETO, KANSAS</b>	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

**Good**

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	<b>63</b>	<b>DECEASED</b>	<b>ANGINA PECTORIS</b>	<b>63</b>		<input checked="" type="checkbox"/>	HAD TUBERCULOSIS	
MOTHER	<b>77</b>	<b>POOR</b>				<input checked="" type="checkbox"/>	HAD SYPHILIS	
SPOUSE	<b>42</b>	<b>GOOD</b>			<input checked="" type="checkbox"/>		HAD DIABETES	<b>BROTHER</b>
						<input checked="" type="checkbox"/>	HAD CANCER	
BROTHERS AND SISTERS					<input checked="" type="checkbox"/>		HAD KIDNEY TROUBLE	
						<input checked="" type="checkbox"/>	HAD HEART TROUBLE	<b>FATHER</b>
						<input checked="" type="checkbox"/>	HAD STOMACH TROUBLE	
CHILDREN	<b>16</b>	<b>GOOD</b>				<input checked="" type="checkbox"/>	HAD RHEUMATISM (Arthritis)	<b>FATHER</b>
	<b>8</b>	<b>"</b>				<input checked="" type="checkbox"/>	HAD ASTHMA, HAY FEVER, HIVES	
	<b>7</b>	<b>"</b>				<input checked="" type="checkbox"/>	HAD EPILEPSY (Fits)	
	<b>4</b>	<b>"</b>				<input checked="" type="checkbox"/>	COMMITTED SUICIDE	
						<input checked="" type="checkbox"/>	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
<input checked="" type="checkbox"/>		SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/>		GOITER	<input checked="" type="checkbox"/>		TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/>		"TRICK" OR LOCKED KNEE
<input checked="" type="checkbox"/>		DIPHTHERIA	<input checked="" type="checkbox"/>		TUBERCULOSIS	<input checked="" type="checkbox"/>		RUPTURE	<input checked="" type="checkbox"/>		FOOT TROUBLE
<input checked="" type="checkbox"/>		RHEUMATIC FEVER	<input checked="" type="checkbox"/>		SOAKING SWEATS (Night sweats)	<input checked="" type="checkbox"/>		APPENDICITIS	<input checked="" type="checkbox"/>		NEURITIS
<input checked="" type="checkbox"/>		SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/>		ASTHMA	<input checked="" type="checkbox"/>		PILES OR RECTAL DISEASE	<input checked="" type="checkbox"/>		PARALYSIS (Inc. infantile)
<input checked="" type="checkbox"/>		MUMPS	<input checked="" type="checkbox"/>		SHORTNESS OF BREATH	<input checked="" type="checkbox"/>		FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/>		EPILEPSY OR FITS
<input checked="" type="checkbox"/>		WHOOPING COUGH	<input checked="" type="checkbox"/>		PAIN OR PRESSURE IN CHEST	<input checked="" type="checkbox"/>		KIDNEY STONE OR BLOOD IN URINE	<input checked="" type="checkbox"/>		CAR, TRAIN, SEA, OR AIR SICKNESS
<input checked="" type="checkbox"/>		FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/>		CHRONIC COUGH	<input checked="" type="checkbox"/>		SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/>		FREQUENT TROUBLE SLEEPING
<input checked="" type="checkbox"/>		DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/>		PALPITATION OR POUNDING HEART	<input checked="" type="checkbox"/>		BOILS	<input checked="" type="checkbox"/>		FREQUENT OR TERRIFYING NIGHTMARES
<input checked="" type="checkbox"/>		EYE TROUBLE	<input checked="" type="checkbox"/>		HIGH OR LOW BLOOD PRESSURE	<input checked="" type="checkbox"/>		VENEREAL DISEASE	<input checked="" type="checkbox"/>		DEPRESSION OR EXCESSIVE WORRY
<input checked="" type="checkbox"/>		EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/>		CRAMPS IN YOUR LEGS	<input checked="" type="checkbox"/>		RECENT GAIN OR LOSS OF WEIGHT	<input checked="" type="checkbox"/>		LOSS OF MEMORY OR AMNESIA
<input checked="" type="checkbox"/>		RUNNING EARS	<input checked="" type="checkbox"/>		FREQUENT INDIGESTION	<input checked="" type="checkbox"/>		ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/>		BED WETTING
<input checked="" type="checkbox"/>		CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/>		STOMACH, LIVER OR INTESTINAL TROUBLE	<input checked="" type="checkbox"/>		BONE, JOINT, OR OTHER DEFORMITY	<input checked="" type="checkbox"/>		NERVOUS TROUBLE OF ANY SORT
<input checked="" type="checkbox"/>		SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/>		GALL BLADDER TROUBLE OR GALL STONES	<input checked="" type="checkbox"/>		LAMENESS	<input checked="" type="checkbox"/>		ANY DRUG OR NARCOTIC HABIT
<input checked="" type="checkbox"/>		SINUSITIS	<input checked="" type="checkbox"/>		JAUUNDICE	<input checked="" type="checkbox"/>		LOSS OF ARM, LEG, FINGER, OR TOE	<input checked="" type="checkbox"/>		EXCESSIVE DRINKING HABIT
<input checked="" type="checkbox"/>		HAY FEVER	<input checked="" type="checkbox"/>		ANY REACTION TO SERUM, DRUG OR MEDICINE	<input checked="" type="checkbox"/>		PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/>		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE
<input checked="" type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/>	BEEN A SLEEP WALKER
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input checked="" type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input checked="" type="checkbox"/>	COUGHED UP BLOOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/>	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

<input type="checkbox"/>	BEEN PREGNANT
<input type="checkbox"/>	HAD A VAGINAL DISCHARGE
<input type="checkbox"/>	BEEN TREATED FOR A FEMALE DISORDER
<input type="checkbox"/>	HAD PAINFUL MENSTRUATION
<input type="checkbox"/>	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

	AGE AT ONSET OF MENSTRUATION
	INTERVAL BETWEEN PERIODS
	DURATION OF PERIODS
	DATE OF LAST PERIOD
QUANTITY:	<input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS

25. WHAT IS YOUR USUAL OCCUPATION?

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

61 1718 - 260  
ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
<input checked="" type="checkbox"/>		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
<input checked="" type="checkbox"/>		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

*Bursitis - treated by private doctor in New York about 1956 and at this hospital 1957. OK since.*

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

*Donald E. Moore*

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

*35 - Bursitis no trouble for several years*

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
	<i>6 Sept 61</i>	<i>G. McBaden</i>	

**Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner**

Name of Examinee MOORE DONALD E  
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

**For All Examinees, Whether Clerical or Special Agent Applicants or Employees:**

*The medical examiner should answer the following question:*

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

**To be Answered in the Case of All Male Employees and Male Applicants:**

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

67-191809-260  
ENCLOSURE

*over*

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large
4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks: nearing upper limit of wt.

D. R. Mcadden  
 (Signature of Medical Examiner)

6 Sept., 1961  
 (Date)

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

10-3-61

I certify that I have received the following Government property for official use:

~~returned~~

Key to Room 643 Riddell Building ✓

This key is separate from master key

FILE

3-M

PER mak

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written  
Signature)

Donald E. Moore

(Typed  
Signature)

Donald E. Moore

67-NOT RECORDED

8 OCT 9 1961

## FIELD FIREARMS TRAINING RECORD

**SPECIAL AGENT**

M O O B E Donald E

FD-40  
3-25-47

~~Current thru 1958 - Prev. R.c. Sent Pers. Files~~

[illegible]

67-NOT RECORDED  
8 DEC 8 1961

*[Signature]*

NAME: DONALD E. MOORE  
PAYROLL #2997  
Nonveteran

TITLE: INSPECTOR  
GRADE GS-17, \$16,530  
NOT ON PROBATION  
NOT ON LIMITED DUTY

ASSISTANT DIRECTOR SULLIVAN:

Since October 1956 Mr. Moore has been assigned as Inspector in charge of the Espionage-Central Research Branch of the Domestic Intelligence Division. In handling the work of his Branch he has excelled in resourcefulness, ingenuity and excellent judgment in meeting the problems constantly arising, both from the field and from within the Bureau. He has an unusually sound background of investigative and administrative work, due to his extensive experience both in the field and at the seat of government, and he has applied his knowledge to excellent effect. He handles difficult assignments and excels in his ability to work under pressure, rising to the challenge of difficult work.

On occasion he has taken charge of the entire Division, in the absence of the Assistant Director, and he has handled the administration of the Division at such times in a highly creditable fashion.

Since the date of the last inspection Mr. Moore has received no letters of censure, and has been commended on three occasions for outstanding work, receiving an incentive award in connection with one of these commendations for outstanding supervision of an espionage case.

Mr. Moore is deeply interested in the field of Soviet bloc espionage and has devoted himself assiduously to solving these as well as other problems coming under his supervision. In all of his work he is consistently accurate and he handles a large volume.

Inspector Moore is a completely loyal and dedicated employee, commands the respect of all employees under his supervision, is an excellent administrator, and has performed in a superior fashion during the period since the last inspection.

Rating: EXCELLENT

DOMESTIC INTELLIGENCE DIVISION INSPECTION  
12/5/61  
WCS:CSH

DEC 10 9 20 AM '61

71  
RECORDED  
DEC 23 1961  
DIA

2 - KEMER

3 - HND

*JH* INSPECTOR J. T. HAVERTY:  
(JTH:spd 12-26-61)

Intelligence Division dated 12-27-61.

For Inspector's comment reference  
is made to Memorandum from J. F. Malone  
to Mr. Mohr re Inspection of Domestic



~~SECRET~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 05-31-2011

Mr. Mohr

12/29/61

J. F. Malone

INSPECTION - DOMESTIC INTELLIGENCE DIVISION  
J. T. HAVERTY, INSPECTION STAFF  
DECEMBER 4 - 18, 1961

SYNOPSIS

Officials: William C. Sullivan (GS-18) promoted to Assistant Director 6/2/61 preceded as Assistant Director by Assistant to the Director A. H. Belmont; Inspector J. A. Sizoo, No. 1 Man and Branch Chief (Internal Security - Liaison Branch) since 9/15/53; Inspector D. E. Moore, Branch Chief (Espionage - Central Research Branch) since 10/14/56. Last inspection 10/26 - 11/18/60.

Physical Condition and Maintenance - Very Good. Division moved to Riddell Building 8/12/61. Space adequate and well organized but limited room for expansion. Space generally very well maintained. Minor delinquencies corrected on the spot. Security checks satisfactory. Physical security will be enhanced with installation of buzzer and burglar alarm systems which division has ordered. Additional fire extinguishers, drinking fountains and identifying signs recommended by Inspector. No safety delinquencies in autos. Garage space secure.

Investigative Operations - Very Good. Cases handled have increased 19,688 to 22,070 (plus 8.2%) for calendar 1961. Field delinquency shows downward trend. Programs to uncover illegal agents and infiltrate Soviet-bloc intelligence operations have shown very good results: Examples: 123 Soviet-bloc officials identified as suspected intelligence agents; 3 illegal Russian agents identified and Bureau double-agents operated against Soviet-bloc have increased 12.9%. Cryptographic material of diplomatic establishment obtained valued at \$408,500. Counterintelligence activities effective. Improved security informant program - Division instructed to intensify coverage of Communist Party to replace informants who are potential witnesses. High level communist sources have furnished most valuable information concerning opinions of Soviet leaders.

Administrative Operations - Very Good. Work load adequate and equitably distributed. Supervision well handled and teamwork effective. Steno production and accuracy much improved since last inspection - further improvement stressed as production still below

Enclosure

Mr. Callahan (Attention: Mr. C. R. Davidson) (sent separately)

JTH:ejw

Room

Ingram

Gandy

MAIL ROOM ~~SECRET~~ TELETYPE UNIT ☐

~~SECRET~~

Memorandum to Mr. Mohr  
INSPECTION - DOMESTIC INTELLIGENCE DIVISION

Seat of Government average. Correspondence errors low. Minor record keeping delinquencies ordered corrected. Suggestion Program above average. While no weakness found in supervision of Liaison Agents, Inspector recommends periodic submission of daily reports on unannounced basis in order to further tighten supervision; discussed in separate memorandum.

Personnel Matters - Very Good. Personnel adequate but not excessive. Employees enthusiastic toward assignments and morale very high. All personnel exhibit business-like attitude and gainfully occupied. Overtime productive and equitable. No overweight agents, 2 on limited duty equitably sharing work load - justified. Inspector recommended considering commendatory action for one agent.

Contacts - Very Good. Speech program effective and intensified (up 64.4%) and division well aware of contact and liaison responsibilities.

RECOMMENDATIONS:

(1) Assistant Director William C. Sullivan, EOD 8/4/41, GS-18 @ \$18,500, Domestic Intelligence Division since 6/4/54, designated Assistant Director 6/2/61. Mr. Sullivan has taken an aggressive, enthusiastic approach to his new assignment and has proven to be a firm but fair administrator. He enjoys the respect of his subordinates. Letter attached will summarize inspection findings.

(2) Inspector Joseph A. Sizoo, No. 1 Man, EOD 7/10/35 (clerk), 11/1/38 (SA), age 51, in Division since 9/15/53, GS-17 @ \$16,790. A thoroughly experienced administrator with an excellent knowledge of problems inherent in the security field. Has an enthusiastic approach to his work and exercises sound judgment on the problems which confront him daily. Mr. Sullivan advises that Mr. Sizoo's position carries heavy responsibilities and his aggressive, imaginative approach makes him exceptionally well qualified to handle all duties assigned to him. Inspector concurs in these comments. Recommend he be retained in his assignment consistent with the needs of the Bureau.

(3) Inspector Donald E. Moore, EOD 3/10/41, GS-17 @ \$16,530, in present position since 10/14/56, age 43. Makes an excellent personal appearance and has a most pleasing personality. He is Inspector in Charge of the Espionage-Central Research Branch of the Division and takes an enthusiastic and aggressive attitude toward his work. He has demonstrated aggressive leadership and a thorough knowledge of his duties. He is a most capable administrator and enjoys the utmost respect of all the employees under his supervision. Recommend he be retained in present position and be considered for additional responsibilities consistent with the needs of the Bureau.

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Mohr  
Re: INSPECTION - DOMESTIC INTELLIGENCE DIVISION

DETAILS

**PHYSICAL CONDITION AND MAINTENANCE ..... VERY GOOD**

Division has occupied entire sixth and eighth floors, Ridell Building, 1730 K Street, Northwest, since 8/12/61. Space is adequate and well organized (units contiguous within sections) but has limited room for expansion. Frequent security checks made by division officials. Physical security is satisfactory; however, will be enhanced with installation of buzzer and burglar alarm systems by Laboratory. Such arrangements are being made. Persons entering space on sixth and eighth floors required to identify themselves at all times. Division very security conscious and security stressed at all conferences.

Space very well maintained. Minor delinquencies corrected on the spot, such as trimming of plants which obscured photographs in the main lobby and loose wire cords, destruction of out-dated statistical records.

Furniture and fixture needs are being properly requested and handled consistent with availability of funds. Flags and drapes, particularly for Liaison Section, where outsiders visit, will be considered when funds available. Only one drinking fountain on each floor which is considered inadequate; additional fountains recommended by Inspector. Riddell Building conforms to D. C. Fire Code but fire extinguishers located in elevator lobbies not readily accessible in event of localized fires. Additional extinguishers recommended. Assistant Director instructed to secure signs identifying sixth floor space of division. Three automobiles assigned to division well maintained in fireproof, 24-hour garage. No delinquencies affecting safety of operation noted.

**INVESTIGATIVE OPERATIONS ..... VERY GOOD**

Cases opened and handled by division increased from 19,688 in 1960 to 22,070 in calendar 1961 (8.2%). Field delinquency 8.4% as of 11/30/61, has shown over-all downward trend in past 6 months. Hours of pending work per agent have increased 49% in Mr. Szoo's section and 100.4% in Mrs. Moore's section since last inspection. Assistant Director instructed to supervise closely.

Various programs to uncover illegal agents and infiltrate Soviet-Bloc Intelligence Operations closely supervised and have secured very good results. Since October, 1960, 12 Soviet-bloc officials have been identified as intelligence agents or highly suspected arch. Survey of mail to known foreign drops has uncovered presence in U. S. of illegal Russian agent who proved to be cooperative and identified 2 other illegal agents. Since 11/1/60, 4 Soviet-bloc official representatives declared persona-non-gra, reported or refused re-entry into U. S. As of 12/1/61 there were 51 active and inactive double-agents being operated by Bureau in Soviet-Bloc Intelligence operations as compared with 45 active and 33 inactive on 10/1/60 for an over-all increase of 14.9%.

~~SECRET~~

1. Agency and organizational designations <b>FBI, U. S. DEPT. OF JUSTICE</b>						2. Payroll period		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) <b>#02997 MR. DONALD E. MOORE</b>						6. Grade and salary <b>Inspector GS 17 \$16,790</b>					
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											
10. Remarks:								11. Appropriation(s)		12. Prepared by	
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase _____											
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.							
<b>2-24-61</b>	<b>6-12-60</b>	<b>\$16,530</b>	<b>\$16,790</b>								
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods) <b>NOT RECORDED</b>				(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period. <b>mbh</b>							
1265 JAN 4 1962 STANDARD FORM NO. 6 GAO 8000 1126-507				PAYROLL CHANGE SLIP — PERSONNEL COPY							

*3/2/62*

~~SECRET~~

Memorandum to Mr. Mohr  
Re: INSPECTION - DOMESTIC INTELLIGENCE DIVISION

(S)

(S) Program to penetrate foreign diplomatic establishments in U. S. in past year resulted in Bureau furnishing [redacted] b1  
[redacted] There has been an additional saving made under this program for which no monetary evaluation has as yet been received.

As a result of the penetration of Israeli Intelligence operations, 1 Israeli intelligence agent was recalled at the insistence of State Department while 4 others were excluded from subsequent entry.

As a result of Counterintelligence, the pro-Castro July 26th Movement has been severely disrupted. Also, the Cuban dominated press service, Prensa Latina, has been indicted. During inspection period valuable information was developed re Dominican intelligence activities under the Trujillo regime. Also, coverage in the Latin American field has been broadened.

Since last inspection there has been an increase in security informants developed in the Communist Party, namely from 423 to 431 (plus 8). This at a time when the Party has deactivated its recruitment and when national membership has dropped slightly from 5298 to 5260 (.71%). An increase from 631 to 655 (plus 24) in security informants in the other subversive organizations was also noted.

In view of impending prosecution of Communist Party leaders in which Bureau informants may be utilized as witnesses, Division was instructed to increase coverage to replace those informants who may be uncovered.

Counterintelligence Program effective on numerous occasions in causing disruption and disillusionment within the Communist Party. A similar program was instituted on 10/12/61 with respect to the Socialist Workers Party.

In 3 missions to Soviet Russia, 2 highly placed sources in the Communist Party were able to secure information of extreme value to White House re thoughts of Soviet leaders on Berlin question, status of relations between China and Soviet Russia and Khrushchev's evaluation of President Kennedy.

Central Research Section presently preparing textbook on Communism and section continues its excellent work in preparing articles and research into criminal matters (CRIMDEL) and intelligence analysis (CINAL). Inspector recommends that these programs have a definite value and should be continued.

Liaison of high quality and functioning effectively. Legal Attaches located 270 fugitives and Selective Service delinquents and effected the informal deportation of 50 Bureau fugitives, as well as 19 other subjects who did not have Bureau fugitive status. Recoveries made by Legal Attaches amounted to \$658,253.

~~SECRET~~

~~SECRET~~

**Memorandum to Mr. Mohr  
Re: INSPECTION - DOMESTIC INTELLIGENCE DIVISION**

There has been a marked increase in the number of investigations conducted for foreign police and security agencies (11, 165 in 1960 to 15, 141 for first 10 months of 1961).

The Border Coverage Program receives intensive supervision and over-all informant coverage has been increased by 5 since last inspection. Defense Plans of all offices in current status and being closely supervised.

**ADMINISTRATIVE OPERATIONS.....VERY GOOD**

Work load found to be adequate and equitably distributed. Supervision of work well handled and effective teamwork among officials at all levels.

Stenographic and typist production 2.37 pages per hour (last inspection 2.21 pages per hour). Seat of Government averages for steno-typist 2.7. Retypes due to error 4.06% (last inspection 14.46%). Division ordered to further stress production and accuracy. During period 11/6 - 12/1/61, division handled 14.78% of mail with correspondence error percentage of 12.50 (low). Mail flow checked and found to be satisfactory. Although in separate building division has experienced no undue delay in securing files.

No errors in time and attendance records and low error percentage (19%) in maintenance of #1 Registers. Fringe benefits were not affected. No delinquencies in maintenance of forms and inventory in order. Old work sheets concerning inventory ordered destroyed and inventory policy folder ordered brought up to date. Odd-hour shifts found to be necessary, practical and justified and limited to necessary 24-hour coverage of investigative responsibilities.

Tickler systems reviewed and found to be satisfactorily maintained except that tickler folder on schedules for physical training ordered purged. No unauthorized filing systems. Uniform system of reporting weekly delinquency figures within the division ordered. Since the last inspection, division submitted 4.32% of all suggestions submitted to Bureau while division has only 2.1% of total personnel. 162 files reviewed. No substantive or form errors detected. Mail covers closely supervised and division well below quota.

Through tight controls technical surveillances have been reduced from 85 to 77 (9.41%) since last inspection and security microphone surveillances have been reduced from 45 to 42 (6.66%). All such surveillances justified and closely supervised.

While no weakness was found in supervisory control over Liaison Agents, periodic submission of daily reports on unannounced basis by Liaison Contact Agents recommended by Inspector to further tighten supervision. This is subject of separate memorandum re Liaison Section.

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Memorandum to Mr. Mohr  
Re: INSPECTION - DOMESTIC INTELLIGENCE DIVISION

PERSONNEL MATTERS..... VERY GOOD

Personnel assigned to each section carefully surveyed and considered adequate but not excessive. Division making every effort to absorb increased work load with present complement. Employees observed to be alert and interested in their work. Morale very high. Harmonious working relations exist and personnel have adjusted rapidly to new surroundings. Inspector noted very businesslike attitude on part of employees. Division rigidly adhering to instructions that employees be gainfully occupied at all times while on duty.

Agent and clerical personnel receive individual instruction and on-the-job training upon assignment to division. Conferences on divisional, sectional, and unit levels monitored and found to be well prepared, constructive and actively participated in. Division average voluntary overtime for 3 months (August, September, and October, 1961) was 2:33, (SOG average 2:42) is equitably shared and productive. Membership in FBI Recreation Association is 99%. FBI Recreation Association activities on all levels were well attended. Submission to "The Investigator" above average. Agent personnel are within desirable weight limits. Two agents on limited duty, 1 due to poor eyesight, other due to heart condition - both equitably sharing work load - justified.

Personnel are kept aware of opportunities for advancement and are promoted consistent with Bureau needs. 37% of clerical employees on Promotional Availability List. Incentive Award and commendation programs satisfactory. During period 11/7/60 to 12/5/61 there were 335 letters of commendation, 35 Incentive Awards. Inspector recommended division consider requesting commendatory action for one agent. Employees found to be aware of compensation matters, Government Employment Policy and Suggestion Program.

Exit interviews spot-checked and found to be handled promptly and in conformance with Bureau policy. Rest periods scheduled on sectional basis and no abuse detected. Divisional funds are maintained according to Bureau regulations and appropriate records kept. Employees work boxes and personal property drawers conveniently located and maintained in neat and orderly condition. Sick leave properly controlled and no abuses noted. Records pertaining to qualifications to drive Bureau cars up to date. Two agents instructed to obtain new credentials due to obsolete photographs and 1 agent instructed to obtain new credential case. Other personal property of agents spot-checked and found to be in satisfactory condition.

~~SECRET~~

~~SECRET~~

Memorandum to Mr. Mohr  
Re: INSPECTION - DOMESTIC INTELLIGENCE DIVISION

CONTACTS.....VERY GOOD

Speech program extremely effective with Assistant Director and several agents actively participating in giving speeches on Communism, Espionage and Intelligence activities before high quality groups. 186 speeches handled during past year as compared with 113 during comparable period in 1960 (64.4% increase).

Close contact maintained by the division with all civilian and military government agencies on a regular basis. In addition, division maintains membership on several important key committees including the Interdepartmental Intelligence Conference of which the Director is the Chairman and for which the division provides the Executive Secretary. Division is well aware of their contacts and liaison responsibilities and this phase of operations is receiving close supervision.

~~SECRET~~



## Memorandum

Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : C. Ray Davidson  
President, FBIRA

DATE: 1/4/62

FROM : C. A. Harris  
Activity PromoterSUBJECT: FBIRA ANNUAL REPORT  
CALENDAR YEAR 1961

*Donald E. Moore*  
*McDaniel*  
*Heilman*

## SYNOPSIS:

*C. Ray Davidson*

1961 was an exceptional year for the FBIRA - perhaps the most active in its 30-year history. Membership totaled 13,749. Discount tickets purchased for Ice Capades, Ringling Brothers and Barnum and Bailey Circus, Shrine Circus, Flower Show, Lawrence Welk Program, King of Kings, Charles Laughton Recital, West Side Story, professional tennis matches at a savings to our employees of over \$1,500. Two week-end excursions to New York and a 15-day trip to Hawaii with stopovers at Los Angeles and San Francisco arranged. Pistol Club reactivated with over 250 employees participating. Numismatic and Chess Clubs organized. Approximately 5,000 persons attended annual picnic and field day at Quantico, Virginia. Magazine subscriptions and racks obtained for rest areas in Justice, Identification, Old Post Office and Riddell Buildings. Five television sets made available to 112 hospitalized employees and a transistor radio was loaned to one such employee. TV also rented in those hospitals where outside sets not permissible. Crutches purchased for Health Service. Keys awarded to 14 employees who qualified for Possible Club by firing a perfect score on practical pistol course. Honorary life membership cards presented to four Special Agents who completed 35 years of Bureau service. Discount book listing reputable merchants offering special rates to FBIRA members revised. Calendar of Events setting forth current activities printed and distributed monthly. "Investigator" published monthly. Floral wreath placed beneath plaque in Director's reception room in connection with Memorial Day ceremony. Theatre tickets for "Music Man" exceeding \$2,000 obtained before public sale for FBIRA members. Twelve hundred seats and 1,375 programs sold for Inaugural Parade. Two thousand National Geographic magazines and 5,000 reprints of June issue containing FBI story purchased for employees at discount. Interoffice firearms competition held and J. Edgar Hoover Trophy awarded to Anchorage. Eight hundred copies of the record, "Notify the FBI" obtained at discount. Muzak installed in Old Post Office Building. Approximately 600 people attended annual fall dance. Hostess Club attended 24 parties for patients at Walter Reed, Andrews Air Force Base, Fort Belvoir and D. C. General Hospitals. Formation of Skin Diving Club explored. Intramural baseball, softball, touch football, basketball, bowling and tennis offered. Varsity baseball and basketball teams also sponsored. Recommendations and details follow.

CAH:elf  
(2)

JAN 15 1962

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## RECOMMENDATIONS:

1. That the divisional Assistant Activity Promoters named on pages three and four be commended for their wholehearted support and for giving unselfishly of their personal time and efforts to promote a most comprehensive and very worthwhile recreational program. Special cognizance should be taken of the exceptionally fine job done by Mr. [redacted] In addition to his contributions as Assistant Activity Promoter in the Identification Division he also coached the Men's Varsity Basketball Team, served as Commissioner of that sport, organized bowling leagues, and assisted with the touch football, softball and baseball programs. b6

*I agree  
1/4/62*

*Done  
1/10/61*

2. That following employees be commended for co-ordinating and supervising various FBIRA activities in a highly commendable manner: SA [redacted] Domestic Intelligence Division, Baseball Commissioner; SA O. George Medler, Jr., Files and Communications Division, Bowling Commissioner; SA [redacted] Laboratory, Football Commissioner; SA William E. Leishear, Administrative Division, Tennis Commissioner; SA [redacted] General Investigative Division, Pistol Commissioner; Miss [redacted] Files and Communications Division, Director of Hostess Group; Miss [redacted] Files and Communications Division, co-ordinator of television sets; Nelson L. Switzer, Administrative Division, President Numismatic Club. In addition to foregoing, official recognition should be afforded following employees who assisted with the operations of the Pistol Club: SAs Clyde P. Aderhold, William A. Sullivan, General Investigative Division; SA [redacted] Administrative Division; SAs Edwin M. Holroyd, [redacted] Victor R. Schaefer, Special Investigative Division; SA John W. O'Beirne, Crime Records Division; SAs Basil G. L. Pettit and Roy D. Simpson, Domestic Intelligence Division; SA [redacted] Training and Inspection Division; SAs [redacted] John D. McKinney, [redacted] Washington Field Office: SAs [redacted] [redacted] Training and Inspection Division, and Miss [redacted] General Investigative Division. All but the latter served as instructors on the range. Miss [redacted] handled a multitude of administrative details for the Pistol Club. b6

*I agree  
1/4/62*

*Done  
1/10/61*

January 4, 1962

I certainly agree with the recommendations of Mr. Harris and wish to make the following observations and recommendations:

I sincerely feel that this was a banner year for the FBIRA and attribute its success primarily to the extraordinary efforts of SA Carl A. Harris, our Activity Promoter. He was an indefatigable worker. His entire performance was marked by a determination to provide more employees with more activities and services than ever before at a minimum cost with the highest possible quality. He was always willing, aggressive, and enterprising and was an outstanding idea man who in my opinion was one of the most capable and successful Activity Promoters the FBIRA has ever had.

RECOMMENDATIONS:

1. That Mr. Harris be commended for the outstanding job he did as Activity Promoter during 1961.

2. That the following officers of the FBIRA also be commended for the contributions made by them to the success of the organization during the year: Donald E. Moore, Vice-President;  Assistant Activity Promoter; Raymond C. Renneberger, Treasurer; Chester L. Rogers, Assistant Treasurer; James R. Malley, Roy K. Moore, Jamie S. Johnson, and William V. Cleveland, members of the Board of Directors; and Mrs.  Secretary.

DETAILS:

FBIRA OFFICERS - 1961

The following directors and officers were elected by FBIRA members for calendar year 1961:

Directors (2 year terms):

James R. Malley.  
Roy K. Moore

President:

C. Ray Davidson

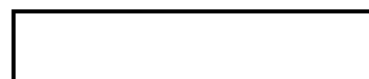
Vice President:

Donald E. Moore

Activity Promoter:

Carl A. Harris

Assistant Activity Promoter:



b6

Treasurer (Permanent)

Raymond C. Renneberger

Assistant Treasurer (Permanent)

Chester L. Rogers

Jamie S. Johnson and William V. Cleveland were carried over as directors.

The following Assistant Activity Promoters were appointed for the same calendar year:

Identification Division

Training and Inspection Division

Administrative Division

Files & Communications Division

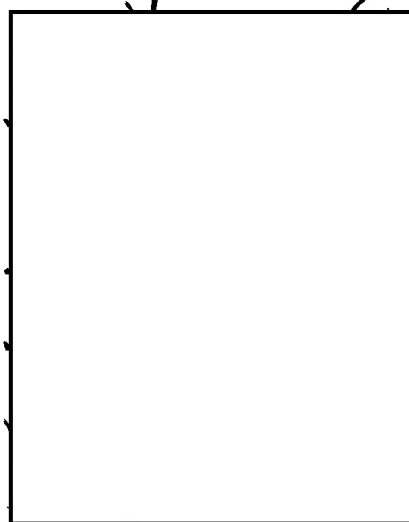
Domestic Intelligence Division

General Investigative Division

Laboratory Division

Crime Records Division

Special Investigative Division



b6

/John C. F. Morris ✓  
Mount C. Dulinsky ✓

Director's Office

Washington Field Office

Hessie  
Mrs. ~~Bannon~~ ✓

Joseph A. ~~Connors~~ ✓

### MEMBERSHIP

During 1961 13,749 employees were members of the FBIRA. Thirteen thousand one hundred seven joined at the full rate of \$1.50 and 642 employees purchased \$.75 memberships. Latter covered the six-month period from 7/1 through 12/31/61.

### TICKET PURCHASES

In January, 1961, 1200 seats and 1,375 programs were sold to FBIRA members for Inaugural Parade. In the same month over 1,000 tickets were purchased at a discount for the Ice Capades at a savings of \$674. In March, 1961, 350 tickets were purchased at discount for Ringling Brothers and Barnum and Bailey Circus resulting in a savings of \$300. Also in March, 143 tickets were obtained for the Flower Show at a savings of \$72.50. A Session with Charles Laughton, professional tennis matches and the Shrine Circus were featured in April, 1961, with 25, 35 and 100 tickets for each being purchased at a savings of \$18.75, \$17.50 and \$55 respectively. In May, 1961, over \$2,000 in tickets were obtained for The Music Man, starring Forrest Tucker, which played a limited engagement at the National Theatre 6/12 through 9/2/61. In June, 1961, through special arrangements, 374 tickets were obtained to the Lawrence Welk performance at a savings of \$187. Two hundred tickets to the movie, West Side Story, were obtained in November, 1961, at a savings of approximately \$80, and in December, 1961, 290 tickets were purchased for the Hollywood extravaganza, King of Kings, at a savings of approximately \$116. Total savings in discount tickets exceeded \$1,500.

### EXCURSIONS AND TRAVEL

The FBIRA spring excursion to New York City occurred on April 28th, 29th and 30th, 1961. One hundred fifteen persons participated at a cost of \$38.50 each. In addition to round trip transportation by chartered bus and two nights at the Wellington Hotel, the tour included a beef dinner at the Wellington, tickets to Broadway plays of Mary, Mary, My Fair Lady or Do Re Mi, NBC radio and television tour or Circle Line Cruise around Manhattan Island.

The FBIRA New York Fall Tour was held over the week end of September 22, 23 and 24, 1961. Eighty FBIRA members and their friends participated. Travel arrangements were handled by National Trailways Bus System. Accommodations were obtained at the Warwick Hotel and we were able to provide several extra features and still offer the trip at \$3 per person less than the Spring Tour. This was possible because National Trailways does not operate on a commission basis. The extra features included a tour of the United Nations, Radio City Music Hall and better seats for Fiorello or Mary, Mary. Additionally, tickets were obtained to the Broadway play, Camelot, for Friday night at an extra charge of \$8.05. Fifty such tickets were sold for that performance.

In June, 1961, the Philadelphia Office sponsored a one-day tour of Washington and chartered a Greyhound bus for this purpose. The Philadelphia group consisted of 30 FBI employees, their friends and families. Arrangements were made for the group to tour the White House, National Gallery of Art, House of Representatives and Bureau facilities. While here, each member of the group met the Director.

The highlight of the 1961 year was a very successful 15-day trip to Hawaii with stopovers at Los Angeles and San Francisco, California. Fifty-four Bureau employees and their relatives took trip in a chartered plane. The group departed Washington, D. C., 10/20/61 stopping at St. Louis to pick up five passengers. Two other passengers joined the tour at Los Angeles for two extensive tours of the city, Hollywood, Beverly Hills and other points of interest, including a day at Disneyland and Knott's Berry Farm. Four days were spent at the sumptuous Hawaiian Village Hotel at Honolulu prior to a visit to the outer islands of Hawaii, Maui and Kauai. The group returned to Honolulu on the evening of 10/31 and immediately enplaned for San Francisco. It remained in San Francisco for two days before returning to Washington, D. C., 11/3/61.

#### HOSTESS GROUP

During 1961 the FBIRA Hostess Group met twice monthly to visit local service hospitals under a program sponsored by the American Red Cross. Their mission was to entertain and boost the morale of service veterans who might otherwise be isolated from outside life. All members of the Hostess Group are assigned to the various divisions at the Seat of Government and they have all received specialized training at the local Red Cross Chapter House which specifically qualifies them to serve as hostesses at dances and parties for hospitalized veterans. The group received many letters from Walter Reed, Andrews Air Force Base, Fort Belvoir and D. C. General Hospitals thanking them for their untiring efforts.

### QUANTICO PICNIC AND FIELD DAY

The annual Quantico Picnic and Field Day was held on Saturday 6/3/61. Approximately 5,000 employees, relatives and friends were in attendance. There were games and races for the children, a firearms demonstration by the range instructors and, as an added attraction this year, we arranged for the Marine Drum and Bugle Corps and Crack Drill Team to present a unique demonstration in precision and harmony. One of the most talked about events was the surprise appearance of a low flying jet airplane which had been previously piloted by the Marine astronaut in reaching a speed twice that of sound. The whole affair, without question was an outstanding success.

### MUZAK

Muzak continued to be provided for the Identification Building, Records Section of the Files and Communications Division, Health Service in both the Ident and Justice Buildings and the Mechanical Section located in the basement of the Justice Building. In addition, Muzak was obtained for areas of the Washington Field Office located in the Old Post Office.

### DANCE

The FBIRA Annual Fall Dance was held Saturday 12/2/61 in the Grand Ballroom in the Mayflower Hotel and approximately 600 employees and their friends or relatives attended. [redacted] provided the music. During intermission those present were entertained by a "Sing Along" group led by SA's John W. O'Beirne, Harold K. Light and [redacted]. Numerous door prizes were given and the entire affair was enthusiastically received. Tickets were sold for \$1.50 per person. b6

### MAGAZINE SUBSCRIPTIONS

Additional magazine subscriptions were obtained for recreational areas in the Identification, Justice and Riddell Buildings as well as the Washington Field Office. Additional racks to house these magazines were also procured. Arrangements were also made for FBIRA members to purchase magazines at discount rates.

## INJURY EQUIPMENT AND TELEVISION SETS

During 1961 FBIRA purchased a pair of crutches for the Health Service to be loaned to Bureau employees in need of such equipment. During the year, five television sets and one transistor radio were made available to 113 hospitalized employees. This program has been a great morale booster for the sick and has expanded considerably over previous years. In certain hospitals where outside television sets were not permitted, the FBIRA bore the rental expense of such equipment from the hospital.

## POSSIBLE CLUB

Fourteen male employees qualified for membership in the FBIRA sponsored Possible Club during 1961 by firing a perfect score on the practical pistol course at the FBI Academy at Quantico, Virginia.

## PISTOL CLUB

The FBIRA sponsored Pistol Club for nonagent personnel was re-activated in March, 1961, and the response to this activity has been overwhelming. More than 250 employees have participated on a schedule which permits them to fire on the indoor range once every two weeks. Twenty-two caliber pistols are supplied by the FBIRA and ammunition is obtained at wholesale prices through Training and Inspection Division. Firearms instructors from FBI Academy at Quantico have been assisted by a qualified Bureau firearms expert in order to afford maximum range safety and to provide as much individual guidance as possible. During the summer months, operations of the Pistol Club were suspended because of the warm weather and vacation schedules. The club commenced firing again in October, 1961. Each group meets from 6 until 8:30 p.m. at the FBI indoor pistol range in the Justice Building.

## NUMISMATIC CLUB

In August, 1961, a Numismatic Club was formed to accommodate FBIRA members interested in the science of coins, paper money, tokens and medals. There are about 35 members who meet monthly. Outside speakers have been obtained and other interesting programs have been planned.



### CHESS CLUB

During November, 1961, a flyer was printed announcing the formation of a Chess Club provided a sufficient number of employees indicated interest in such an activity. The initial response included 26 FBIRA members and the first meeting was held 12/7/61. Miss [redacted] Files and Communications Division, was elected President. Future plans and method of operation were discussed and the club hopes to fully organize during January, 1962. b6

### SKIN DIVING CLUB

During March, 1961, a survey was conducted to determine if there was sufficient interest among certified skin divers in the FBI to justify a Skin Diving Club under the sponsorship of the FBIRA. The survey disclosed that we have eleven qualified employees who were interested. Two hundred additional employees wanted to join the club but had little or no instruction in skin diving. During the survey, it was made clear that should such a club be organized, instructions would not be provided.

The eleven employees qualified and interested met with SA Joseph H. Gamble, who is a certified skin diver, in order that the practicability of forming such a club could be further discussed. It was agreed that a club would be premature at this time but that the eleven should band together on an informal basis in order to arrange for skin diving activities if the group so desired.

### FBIRA HONORARY LIFE MEMBERSHIP

During 1961 the FBIRA presented honorary FBIRA life membership cards to four SA's who completed 35 years of Bureau service. The employees are Glen A. Paulson, Edward J. Armbruster, William A. Temple (deceased), and James L. Flood.

### INTEROFFICE FIREARMS COMPETITION

The Anchorage field division won the annual interoffice firearms competition for the second straight year. Results of this competition were computed from practical pistol course scores fired by SA personnel during the third outdoor firearms period. The Anchorage Division will retain "The J. Edgar Hoover Firearms Trophy" during 1962 having obtained an average of 97.36.

The 5,551 SA's participating had an over-all average of 90.66, more than a percentage point over last year's average. All but nine field divisions topped their 1960 average even though in some instances their relative standing may have decreased numerically. The interest and enthusiasm of the SA personnel throughout the FBI toward this competition have been most gratifying. Should the Anchorage Division win again next year, it will retain permanent possession of the trophy.

### DISCOUNT BOOK

Arrangements were made for the publication of a new discount book listing discounts by reputable retail and wholesale concerns. This was done as a service to members of the FBIRA and a strict policy of nonsolicitation was followed.

### COOPERATIVE FUNCTIONS

The FBIRA Activity Promoter served as a co-ordinator for all recreational activities held by various divisions at the Seat of Government and maintained a calendar of scheduled affairs, an inventory of sports equipment available and assisted any division which desired aid in getting facilities or space for programs. The FBIRA also compiled and distributed monthly "Calendar of Events" setting forth activities of the FBIRA, D. C. Recreation Department and others. In conjunction with the American Legion annual Memorial Day Ceremony honoring the war dead of the Bureau, the FBIRA placed a floral wreath beneath the plaque in the Director's Reception Room for the purpose of honoring the Bureau's service martyrs.

### PURCHASING SERVICES

During 1961 FBIRA obtained 2,000 National Geographic magazines and 5,000 reprints of the June issue containing the FBI story. These were purchased at discount for FBIRA members.

Also during 1961, 800 copies of the record, "Notify the FBI," were obtained at discount for distribution to interested members of our Recreation association.

### INVESTIGATOR

The FBIRA sponsors and underwrites publication of the FBI employees' magazine, "The Investigator." This magazine is issued monthly and it is used to communicate news of the wide range of activities affecting Bureau personnel, including such categories as social affairs, anniversaries, personnel changes, births and deaths, etc. A number of outstanding features were published during 1961, including five articles written by Bureau employees in recognition of the "Civil War

Centennial, " a story on NASA Exploration, the 20th anniversary of Pearl Harbor and the 30th anniversary of the FBIRA. The Feminine Slant section of the magazine was expanded considerably during the year and a number of favorable comments were received concerning the colorful portrayal of activities of women in the FBI. Suggestions for improving the publication have been solicited from all field offices and replies are expected by 1/30/62. These will be carefully analyzed with a view towards adopting any worthwhile ideas.

### BASEBALL

The FBIRA varsity baseball team placed second in the Washington Industrial League. The Silver Hill Sand and Gravel Team which won the Industrial League went on to win the All American Amateur Baseball Tournament at Zanesville, Ohio. This is the same tournament won by the FBIRA team in 1960. In competition with area service teams, the varsity baseball team won eight out of nine games.

The Intramural Baseball League completed another highly successful year with the "Gents" again becoming league champions for the second consecutive year. Competition commenced on 4/29/61 and ended with the final game of the play-offs on 9/19/61. During this period, approximately 116 employees comprising eight teams representing the various divisions and sections at the Seat of Government participated with four games being scheduled every Saturday. Each team played the other team twice for a total of 14 games during the regular season, following which the top four teams percentage wise engaged in the best two out of three play-offs with the number one team playing the number three team; the number two team playing the number four team and the two winners playing for the championship. Although the "Rebels" won the league championship with a 12-2 record and were followed by the "Gents" with a 9-5 record, the "Rebels" were defeated in two straight games by the third place "Cats" who in turn lost two straight games to the "Gents" who had defeated the "Knights" 2-1. This indicates the spirit of competition and balance of the league and the keen interest that was maintained until final results were known.

### BASKETBALL

The FBIRA Men's Varsity Basketball Team enjoyed its finest season in many years. After a slow start in winning only five of its first eleven games, the team went on to win 20 of the last 25 games to post a final record of 25 wins vs. 11 losses. The Varsity won the McKinley Tech Number 2 Industrial League championship with a 10-1 record and placed third in the District of Columbia championship play-offs.

With no one great star, the accomplishments that the Varsity team achieved this year were because of the great team effort that was put forth. Five men averaged more than ten points per game and the team as a whole averaged 70.5 points per game while holding its opponents to a 62.2 points per game. Although players on opposing team reached the heights of 6' 7" and 6' 8", the tallest player on the Varsity was 6' 2 1/2".

The FBIRA Men's Intramural Basketball championship for the 1960-1961 season was won by the Identification Division "Rockets." Thirteen teams participated in the intramural program, these being divided into two leagues - the American, consisting of seven teams, and the National, consisting of six teams. After a play-off, the National League was won by the Washington Field Office "Fielders." In the American League, the Identification Division "Rockets" outplayed all opposition in posting an undefeated season with a 14-0 record. When the winners of the two leagues met to determine the intramural champion, the "Rockets" achieved it's fifteenth win. Although both the "Rockets" and the "Fielders" were entered in the D. C. Recreation Department's "B" tournament, both teams were defeated in the first round of play.

The FBIRA Girls' Varsity Basketball Team placed second in the D. C. Recreation Department's Class "B" tournament during the 1960-1961 season. As a result, the team was awarded the runner-up trophy.

### BOWLING

The 1960-1961 season closed with four duckpin leagues, three tenpin leagues and one duckpin team having been sponsored by the FBIRA. Latter was entered in the Interagency Men's Major Bowling League. It is estimated that approximately 400 employees participated each week in bowling activities in the Washington area. This included a league made up partially of bowlers from the Washington Field Office.

At the end of the league bowling season, the tenth annual duckpin bowling tournament was held at which time the first and second place teams from the various duckpin leagues competed for the "J. Edgar Hoover Trophy." The team known as the "Pin Poppers" comprised of bowlers from the Washington Field Office won the tournament.

The three tenpin leagues enjoyed a very prosperous season and undoubtedly in time will surpass in number the employees participating in duckpin bowling. Many of the teams in both leagues (duckpin and tenpin) were mixed and

individual prizes were given for accomplishments by both sexes.

The newly formed men's duckpin team which represented the Bureau in the Interagency Men's Major Bowling League finished only one game out of first place after 39 weeks of high-class competition. SA [redacted] of the Washington Field Office finished the season with a high average of 122+. Maurice F. Rowe, Administrative Division, had high set for the league (449) and also had third high game for the league (177). The team as a whole finished the season with a high average of 587. b6

Bowling has continued to be one of the most popular sports in which a large number of employees can participate.

### GOLF

The FBIRA did not sponsor a golf program during 1961 because of an incident which arose regarding the Federal Golf Association. In April, 1961, the Patent Office withdrew from the Association after two Negroes were refused membership. An Association spokesman pointed out that interagency golf competition is held throughout the summer at segregated private clubs in the suburbs of Washington.

Following the withdrawal action of the Patent Office, President Kennedy issued a strict order 4/20/61 that no executive department or agency should permit its "name, sponsorship, facilities or activity" to be used in connection with any recreational group practicing discrimination. All department and agency heads were ordered to check on their current practices. In issuing his memo, the President repeated his earlier statement that "It is the policy of the Executive Branch of the Government to encourage by positive measures equal opportunity for all qualified persons within the Government."

The Federal Golf Association conducted a poll of its members with regard to future membership policy. The poll disclosed that a majority of approximately 2 to 1 of the members desired to restrict membership to individuals believed acceptable to the private golf clubs where most of the Association's events were played. In other words, the Association elected to remain a segregated organization, thus precluding the participation of any FBIRA sponsored teams.

Consideration was given to having a golf field day exclusively for FBIRA members. Because of the expense involved in promoting such an activity and also the unfavorable publicity which might result because of the Federal Golf Association incident, the officers and directors of the FBIRA voted against a golf field day.

### SOFTBALL

Intramural softball had a very active program during 1961. The FBIRA sponsored a total of 21 teams representing 11 men's teams and 10 women's teams. The men's teams were divided into two leagues with seven on the day force and four on the night force. The ten teams for women were divided into three leagues, two day force and one night force. Two day force teams were further divided into Justice League and the Ident League.

Competition was exceedingly keen with the Bureau championship being won by men of the Technical Section, Identification Division, and the women of the Fingerprint Correspondence Section, Identification Division. Both of these teams were eliminated in the D. C. Recreation Department's Industrial League play-offs.

Approximately 400 employees participated in the softball program.

### TENNIS

During 1961 the FBIRA sponsored doubles team competition for approximately 60 women and 50 men. Employees of the Administrative Division won the Women's Team Trophy and employees of the Washington Field Office won the Men's Team Trophy.

A singles tournament was also sponsored for men and women of the FBI. Again first honors went to the Administrative Division and the Washington Field Office. Two employees in the Washington Field Office won the men's doubles tournament there being no women's doubles tournament because a sufficient number of females were not interested.

### TOUCH FOOTBALL

Five teams representing 170 employees participated in the 1961 FBIRA Intra-Bureau Football League. The "Colts" won the championship and entered the Washington City-wide Tournament sponsored by District of Columbia Recreation Association. In the final game, the "Colts" were defeated by the Government Printing Office which won the city championship.

January 10, 1962

PERSONAL

JAN 10 10 52 AM '62  
REC'D-READING ROOM  
FBI

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

Dear Moore:

I am taking this opportunity to commend you for the splendid manner in which you performed as Vice President of the FBIRA during 1961. I was very pleased with the success achieved and I know it can be ascribed in no small degree to your willingness to devote your time and efforts to this worthwhile organization. Please accept my sincere thanks for your excellent services.

Sincerely,

J. Edgar Hoover

1 - Mr. Sullivan (Personal Attention)

1 - Mr. M. A. Jones (Sent Direct)

1 -  (Sent Direct)

AFH:mjp

(6)

67-191804

MAILED 20

JAN 10 1962

COMM-FBI

Salutation per personnel file.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Malone \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Ingram \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM

TELETYPE UNIT

March 20, 1962

PERSONAL

Mr. Donald E. Moore  
Federal Bureau of Investigation  
Washington, D. C.

REC'D-READING ROOM  
FBI  
MAR 20 2 26 PM '62

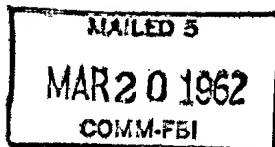
Dear Moore:

You are certainly to be commended for your over-all supervision of the development of a highly confidential source of vital significance to the Bureau in the security field.

This is an outstanding accomplishment and you should indeed be proud of your contribution. I know of the numerous obstacles encountered and I am sure your effectiveness in discharging your responsibilities played an important part in overcoming them. You demonstrated splendid judgment, ability and leadership and I want you to know of my appreciation.

REC-131  
Sincerely,

J. Edgar Hoover



1 - Mr. Sullivan (Personal Attention)  
Re: TOPHAT, IS-R.

1 - M. A. Jones

1 - [redacted] (Sent Direct)

(6)  
67-191804

NOTE: Salutation per file.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Evans \_\_\_\_\_  
Malone \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 20 5 01 PM '62

RECEIVED DIRECTOR

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**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

*W. J. Campbell*  
*W. J. Campbell*

Name of Employee: DONALD E. MOORE

Where Assigned: Domestic Intelligence Division, Front Office  
(Division) (Section, Unit)

Official Position Title: Inspector, GS-17

Rating Period: from April 1, 1961 to March 31, 1962

ADJECTIVE RATING: OUTSTANDING Employee's Initials  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: William C. Sullivan Assistant Director 4/13/62  
Signature Title Date

Reviewed by: W. J. Campbell Assistant to the Director 4/18/62  
Signature Title Date

Rating Approved by: J. Edgar Hoover Director 4/19/62  
Signature Title Date

TYPE OF REPORT

(X) Official  
(X) Annual

REC-149

67-191804-263

Searched \_\_\_\_\_ Numbered \_\_\_\_\_

9 MAY 21 1962

( ) Administrative  
( ) 60-Day  
( ) 90-Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

*W. J. Campbell*

2 MAY 23 1962

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee DONALD E. MOORETitle InspectorRating Period: from 4/1/61 to 3/31/62

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.  
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.  
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
0 (14) Technical or mechanical skills.  
0 (15) Investigative ability and results:  
         (a) Internal security cases  
         (b) Criminal or general investigative cases  
         (c) Fugitive cases  
         (d) Applicant cases  
         (e) Accounting cases  
0 (16) Physical surveillance ability.

- + (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
0 (19) Reporting ability:  
         (a) Investigative reports  
         (b) Summary reports  
         (c) Memos, letters, wires  
     (Consider:     conciseness;     clarity;     organization;     thoroughness;     accuracy;     adequacy and pertinency of leads;     administrative detail.)  
0 (20) Performance as a witness.  
+ (21) Executive ability:  
     + (a) Leadership  
     + (b) Ability to handle personnel  
     + (c) Planning  
     + (d) Making decisions  
     + (e) Assignment of work  
     + (f) Training subordinates  
     + (g) Devising procedures  
     + (h) Emotional stability  
     + (i) Promoting high morale  
     + (j) Getting results  
+ (22) Ability on raids and dangerous assignments:  
         (a) As leader  
         (b) As participant  
+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
0 (25) Miscellaneous. Specify and rate:  
         Dictation ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security - administrator

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man - Inspector - Executive

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)  
 E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: OUTSTANDING

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

**INSPECTOR DONALD E. MOORE**  
**GRADE GS-17**

- (1) Personal Appearance: Mr. Moore makes a most impressive personal appearance. He is tall, well proportioned, dresses neatly and has excellent poise and posture. Additionally, he handles himself most impressively in meeting and in conversing with people.
- (2) Personality: His personality is marked by superior intelligence, friendliness, seriousness, reflectiveness, maturity, calmness, stability, pleasantness and depth.
- (3) Attitude: Mr. Moore's professional attitude leaves nothing to be desired. He is dependable, enthusiastic, cooperative, loyal, amenable and willing. Without hesitation, he accepts any kind of an assignment.
- (4) Physical fitness: He is in excellent health and possesses an unusual amount of energy and stamina which enables Mr. Moore to work long hours over extended periods of time without any loss in efficiency. His physical condition permits him to handle any arduous assignment and he is qualified to participate in raids and dangerous assignments.
- (5) Resourcefulness and ingenuity: Mr. Moore consistently shows resourcefulness and ingenuity in handling his assignments. He thinks independently and has confidence to act upon his decisions..
- (6) Forcefulness and aggressiveness: He has the ability to combine forcefulness and aggressiveness with tact and diplomacy. These traits, taken together, are very effective and have much to do with his value as an executive.
- (7) Judgment: He has a very analytical, probing mind. He possesses unusual ability to define objectives accurately and quickly, and arrive at logical conclusions. This talent has been instrumental in his achieving outstanding results in the work for which Mr. Moore is responsible.

Inspector Donald E. Moore  
Grade GS-17

(8) Initiative: He has very superior initiative and has no hesitancy about making decisions and accepting responsibilities. He does not wait to be told to proceed, but does so as a result of his own interest.

(9) Planning ability: He has an outstanding ability to plan and organize his work, which permits him to handle an unusual volume and variety of assignments. He can streamline procedures quickly and knows what should and should not be done.

(10) Accuracy: Mr. Moore is most careful. He has the ability to handle an unusual volume of work in a short period of time without sacrificing accuracy.

(11) Industry: He is most industrious. He consistently devotes his attention to his responsibilities and is willing to assist others with theirs.

(12) Productivity: Mr. Moore produces a high volume of work. The quality of his work is excellent and he possesses a knowledge which enables him to arrive at a detailed and complete analysis of any problem in his field.

(13) Knowledge of duties: He has a complete understanding of his duties. With over 20 years of experience, he is thoroughly familiar with the Bureau's policies, procedures and responsibilities.

(17) Firearms ability: He is proficient in the use of the Bureau's firearms and is familiar with the various operations and safety regulations pertaining to their use. He conducts himself on the firing line with confidence and effectiveness.

(21) Executive ability: Mr. Moore is considered outstanding in the field of executive ability. He has demonstrated outstanding qualities for leadership, handling personnel, making decisions, planning and devising new procedures. His judgment is highly respected.

Inspector Donald E. Moore  
Grade GS-17

(22) Ability on raids and dangerous assignments: Mr. Moore has an outstanding capacity for participating in and serving as a leader on raids and dangerous assignments.

(23) Organizational Interest: Mr. Moore has shown an outstanding interest in improving the work of the Bureau. He has consistently advanced ideas and suggestions to improve operations.

(24) Ability to work under pressure: Mr. Moore has consistently displayed outstanding ability to work under pressure. He is able to handle a number of assignments with speed and efficiency and does not permit the pressure of time to detract from the quality of his work.

During the year, Mr. Moore has received three Letters of Commendation for outstanding work.

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

N.A.

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

Mr. Moore is an Inspector.

3. PARTICIPATION IN INFORMANT PROGRAMS

He has shown excellent results in an administrative capacity in the development of informants and double agents. Received Letter of Commendation 3-20-62 for such activities on his part.

4. TESTIFYING EXPERIENCE AND ABILITY

N.A.

5. DISCIPLINARY ACTION

None

6. ACCOUNTING INFORMATION

N.A.

7. POLICE INSTRUCTION

N.A.

**PART II - SPECIFIC COMMENTS (Continued)**

**8. SOUND TRAINING**

N.A.

**9. RESIDENT AGENTS**

N.A.

**10. FOREIGN LANGUAGE ABILITY None.**

Language in which proficient \_\_\_\_\_.

Completed language school \_\_\_\_\_ Yes ☐ No ☐

Fluent in \_\_\_\_\_ language to extent Agent can  
handle typical investigative problems as follows:

1) conversation form - Yes ☐ No ☐

2) written form - Yes ☐ No ☐

(Evaluate language proficiency in each phase as Excellent, Very Good, Good, Fair or Unsatisfactory)

Name of Language	Read	Write	Speak	Understand

Frequency \_\_\_\_\_ language ability was used  
during the rating period:

**11. ADMINISTRATIVE ADVANCEMENT:**

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
- b) Agent is completely available for administrative advancement - Yes ☒ No ☐
- c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐
- d) Consider qualifications very good \_\_\_\_\_, excellent \_\_\_\_\_, outstanding X.
- e) Agent has potential for future administrative advancement - Yes ☐ No ☐